

ILLINOIS REGISTER

Governmental Agencies

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INTRODUCTION

The Illinois Register is the official state document for publishing public notice of rulemaking activity by State governmental agencies. The table of contents is arranged categorically by rulemaking activity and alphabetically by agency within each category. Rulemaking activity consists of proposed or adopted new rules or amendments to or repealers of existing rules, including those by emergency or peremptory action.

The *Register* also contains Executive Orders and Proclamations issued by the Governor, notices of public information required by State statute, and activities (meeting agendas, Statements of Objection or Recommendation, etc.) of the Joint Committee on Administrative Rules (JCAR), a legislative oversight committee which monitors the rulemaking activities of State agencies. In addition, the *Register* contains a Cumulative Index listing alphabetically by agency the Parts (sets of rules) on which rulemaking activity has occurred in the current *Register* volume and a Sections Affected Index listing, by Title of the *Illinois Administrative Code*, each Section (including supplementary material) of a Part on which rulemaking activity has occurred in the current volume. Both indices are action coded and are designed to aid the public in monitoring rules.

The *Register* will serve as the update to the *Illinois Administrative Code*, a compilation of the rules of State agencies. The most recent edition of the *Code* along with the *Register* comprise the most current accounting of the State agencies' rules.

The *Illinois Register* is the property of the State of Illinois, granted by the authority of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1985, ch. 127, pars. 1001 et seq., as amended).

REGISTER PUBLICATION SCHEDULE 1990

Material Rec'd after 4:30 p.m. on:	And before 4:30 p.m. on:	Will be in Issue #:	Published on:	Material Rec'd after 4:30 p.m. on:	And before 4:30 p.m. on:	Will be in Issue #:	Published on:
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Please note: When the Register deadline falls on a State holiday, the deadline becomes 4:30 p.m. on Monday (the day before).

ILLINOIS COMMERCE COMMISSION

NOTICE OF PROPOSED AMENDMENTS

1) Heading of the Part: Uniform System of Accounts for Telecommunications Carriers

2) Code Citation: 83 Ill. Adm. Code 710

3) Section Numbers: 710.1
710.2000

Proposed Action: Amendment
Amendment

4) Statutory Authority: Implementing Sections 5-102 and 5-103 and authorized by Section 10-101 of The Public Utilities Act (Ill. Rev. Stat. 1989, ch. 111 2/3, pars. 5-102, 5-103, and 10-101).

5) A Complete Description of the Subjects and Issues Involved: Part 710 incorporates by reference, with certain specified exceptions, the Federal rules at 47 CFR 32. The Federal Communications Commission ("FCC") has issued an order which modifies the accounting procedure in the telephone plant accounts. In order for the Commission's rules to reflect this change in practice, it is necessary to amend Part 710. This is being done by changing the date of the incorporation by reference and by adding language to the Commission's rules to follow the FCC's changes.

6) Will these proposed amendments replace an emergency amendment currently in effect? No.

7) Does this rulemaking contain an automatic repeal date? No.

8) Do these proposed amendments contain incorporations by reference? Yes.

9) Are there any other proposed amendments pending on this Part? No.

10) Statement of Statewide Policy Objectives: These proposed amendments neither create nor expand any state mandate on units of local government, school districts, or community college districts.

11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking:

Any person who plans to submit comments should file a notice of intent thereof, within 21 days of the date of this issue of the Illinois Register with:

ILLINOIS COMMERCE COMMISSION

NOTICE OF PROPOSED AMENDMENTS

Chief Clerk
Illinois Commerce Commission
527 East Capitol Avenue
Springfield, IL 62706

Comments should be filed with the Chief Clerk within 45 days of the date of this issue of the Illinois Register.

12) Initial Regulatory Flexibility Analysis:

A) Date amendments were submitted to the Business Assistance Office of the Department of Commerce and Community Affairs: December 14, 1990

B) Types of small businesses affected: These proposed amendments will affect those telecommunications carriers that are also small businesses as defined in the Illinois Administrative Procedure Act.

C) Reporting, bookkeeping or other procedures required for compliance: Bookkeeping.

D) Types of professional skills necessary for compliance: Accounting skills.

The full text of the Proposed Amendments begins on the next page:

ILLINOIS COMMERCE COMMISSION

NOTICE OF PROPOSED AMENDMENTS

TITLE 83: PUBLIC UTILITIES
CHAPTER I: ILLINOIS COMMERCE COMMISSION
SUBCHAPTER f: TELEPHONE UTILITIES

PART 710

UNIFORM SYSTEM OF ACCOUNTS FOR TELECOMMUNICATIONS CARRIERS

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710.4	Communications Act
710.11	Classification of companies
710.13	Accounts - General
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710.16	Changes in accounting standards
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710.23	Nonregulated activities
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710.4110 Account 4110 Net current deferred nonoperating income taxes
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710.9000 Glossary of Terms

AUTHORITY: Implementing Sections 5-102 and 5-103 and authorized by Section 10-101 of The Public Utilities Act (Ill. Rev. Stat. 1989, ch. 111 2/3, pars. 5-102, 5-103, and 10-101).

SOURCE: Adopted April 15, 1974; amended at 2 Ill. Reg. 52, p. 473, effective January 1, 1979; codified at 7 Ill. Reg. 15949; amended at 7 Ill. Reg. 15972, effective November 18, 1983; emergency amendment at 8 Ill. Reg. 7636, effective May 17, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 21231, effective October 15, 1984; amended at 9 Ill. Reg. 4029, effective April 1, 1985; amended at 9 Ill. Reg. 9453, effective June 10, 1985; amended at 9 Ill. Reg. 18912, effective November 20, 1985; amended at 10 Ill. Reg. 161, effective December 23, 1985; emergency amendment at 10 Ill. Reg. 775, effective January 1, 1986, for a maximum of 150 days; amended at 10 Ill. Reg. 10526, effective May 30, 1986; amended at 11 Ill. Reg. 9035, effective May 1, 1987; emergency repealer and emergency rules adopted at 12 Ill. Reg. 1295, effective January 1, 1988, for a maximum of 150 days; Part repealed, new Part adopted at 12 Ill. Reg. 9645, effective May 25, 1988; amended at 13 Ill. Reg. 7570, effective May 15, 1989; amended at 13 Ill. Reg. 16971, effective November 1, 1989; amended at 14 Ill. Reg. 10021, effective June 15, 1990; amended at 111. Reg. , effective

Section 710.1 Adoption of 47 CFR 32 by Reference

The Illinois Commerce Commission ("Commission") adopts 47 CFR 32, as of January 1 May 21, 1990, as its uniform system of accounts for telecommunications carriers, subject to the exceptions set forth in this Part. No incorporation in this Part includes any later amendment of edition.

(Source: Amended at Ill. Reg. , effective)
Section 710.2000 Instructions for telecommunications plant accounts
a) Section 32.2000(a)(4)
1) In Section 32.2000(a)(4), delete "\$200" and substitute "\$500."
2) In Section 32.2000(a)(4)(2), add a new subsection 32.2000(a)(4)(2) as follows:

"(A) The Commission provides administrative relief by eliminating the need to maintain separate continuing property records for the embedded previously capitalized items in Section 32.2000(a)(4)(1) costing between \$200 to \$500. However, segregation is required of the embedded balances for those assets costing between \$200 and \$500 designated in Section 32.2000(a)(4)(1). This is accomplished by establishing subsidiary records for the assets and the related accumulated depreciation reserve accounts and recording in such subsidiary records the asset and the related accumulated depreciation balance for the embedded items costing between \$200 and \$500.

(B) The Commission allows the amortization of the embedded net balances in the subsidiary records over an eight year period. This shall be accomplished by monthly credits to the asset account subsidiary records and monthly debits to the accumulated depreciation subsidiary records. The monthly amounts shall be determined by dividing the subsidiary record balances by the number of months remaining in the amortization period. The difference between the debit and credit amounts so determined shall be charged to Account 6565, Amortization Expense - Other. At the end of the eight year amortization period, when the balances in the subsidiary records have

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been fully amortized, use of the subsidiary records shall be discontinued.

- (C) Carriers shall be permitted, if they wish, to adopt the requirements in Section 32.2000(a)(4)(2), retroactive to January 1, 1989."

b) In determining the reasonable amounts of interest to which Section 32.2000(c)(2)(x)(A) refers, the Commission will consider items including, but not limited to, current money market rates and the carrier's interest rate on its debt and return on equity funds.

c) In Section 32.2000 (e)(5), insert "Chief Accountant of" before "Commission."

d) In Section 32.2000(e)(5)(i), insert "Chief Clerk of the" before "Commission."

e) In Section 32.2000(e)(5)(ii), insert "Chief Accountant of the" before "Commission."

f) In Section 32.2000(f)(2)(ii), add "Chief Accountant of the" before "Commission" in the first and second sentences.

g) In Section 32.2000(f)(2), add a new subsection (iv) as follows:

"(A) Each telecommunications company shall record all changes such as installations, additions, retirements, or replacement of telecommunications plant by means of a work order or job order system. Items which are complete retirement units (e.g. motor vehicle, furniture) do not require the use of work orders before recording them in the plant accounts.

(B) The work order shall include the following particulars:

(1) A work order number.

(2) The description and the location of the work to be done (or the purchases to be made), the dates between which such work (or purchase) is to be accomplished, the

date the work is begun and the date it is finished, together with maps, plans or diagrams, specifications, etc., applicable to the project.

(3) The accumulated charges applicable to each particular job or project and the total cost of the completed project, also the cost of removal. (When any project involves charges to more than one account, the work order should be kept so as to show the amount chargeable to each account. Every charge or credit on work orders shall refer to the voucher, journal, or other source from which the entry therein was made.)

(C) The cost of completed projects shall be promptly transferred to the telecommunications plant accounts to which they are chargeable."

h) The "unusual or special type of construction" to which Section 32.2000(f)(3)(ii)(B) refers includes, but is not limited to, construction in an ecologically sensitive area, such as microwave station construction in a national park, and the installation of submarine cable.

i) In Section 32.2000(f)(7), insert "Chief Accountant of the" before "Commission."

j) To Section 32.2000(g)(2)(ii), add the following:

After a carrier files a petition pursuant to 83 Ill. Adm. Code 200 for approval of a depreciation rate, the Commission shall consider such factors as asset useful life, obsolescence (both ordinary and extraordinary), inadequacy of the asset, tax effects, interstate settlement effects, and the economic effects on ratepayers.

k) In Section 32.2000(g)(5), delete "this" from the first sentence and substitute "the Chief Accountant of the."

l) In Section 32.2000(h)(1), delete "Unless otherwise provided by this Commission, either through approval, or upon prescription by this Commission."

(Source: Amended at Ill. Reg. , effective)

DEPARTMENT OF NUCLEAR SAFETY

NOTICE OF PROPOSED AMENDMENTS

- 1) Heading of the Part: REQUIREMENTS FOR THE DISPOSAL OF LOW-LEVEL RADIOACTIVE WASTE AWAY FROM THE POINT OF GENERATION
- 2) Code Citation: 32 Ill. Adm. Code 606
- | | |
|---------------------------|-------------------------|
| | <u>Proposed Action:</u> |
| 3) <u>Section Number:</u> | Amendment |
| 606.20 | |
| 606.30 | Amendment |
| 606.60 | Amendment |
- 4) Statutory Authority: Implementing and authorized by Section 6 of the Illinois Low-Level Radioactive Waste Management Act (Ill. Rev. Stat. 1989, ch. 111½, par. 241-6).

5) A Complete Description of the Subjects and Issues Involved: The Department is proposing this amendment to update citations to building codes, design standards, OSHA standard's and U.S. Environmental Protection Agency regulations that are incorporated by reference. The Department is proposing to incorporate by reference, the most current editions of these documents. The Department is also proposing to amend Section 606.20 and 606.60 so that the language in these Sections will conform to language contained in the Illinois Low-Level Radioactive Waste Management Act (LLWMA). After this Part was originally adopted, the LLWMA was amended to provide a definition of the term "mixed waste". The Department is proposing to delete the definition of "mixed waste" currently codified in Section 606.20 and replace it with the statutory definition. Additionally, the Department is proposing to correct a clerical error in Section 606.60. Subsection 606.60(c) misquotes Section 6(b) of the Illinois Low-Level Radioactive Waste Management Act, in the 2nd line "and" should have been "or". In order to avoid any confusion, the Department is proposing to modify subsection 606.60(c) to correct the quote.

6) Will this proposed amendment replace an emergency rule currently in effect? No

7) Does this rulemaking contain an automatic repeal date? No

8) Does this proposed amendment contain incorporations by reference? Yes

9) Are there any other proposed amendments pending on this Part? No

10) Statement of Statewide Policy Objectives: The requirements imposed by the proposed rulemaking are not expected to require local governments to establish, expand, or modify their activities in such a way as to necessitate additional expenditures from local revenues.

DEPARTMENT OF NUCLEAR SAFETY

NOTICE OF PROPOSED AMENDMENTS

- 11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Comments on this proposed rulemaking may be submitted in writing for a period of 45 days following publication of this notice. The Department will consider fully all written comments on this proposed rulemaking submitted during the 45 day comment period. Comments should be submitted to:

Betsy Salus
Senior Staff Attorney
Department of Nuclear Safety
1035 Outer Park Drive
Springfield, Illinois 62704
785-9880

12) Initial Regulatory Flexibility Analysis:

- A) Date rule was submitted to the Business Assistance Office of the Department of Commerce and Community Affairs: December 12, 1990
- B) Types of small businesses affected: The Department does not believe that this amendment will affect small businesses.
- C) Reporting, bookkeeping or other procedures required for compliance: No reporting, bookkeeping, or other procedures would be required for compliance.
- D) Types of professional skills necessary for compliance: No particular professional skills are necessary for compliance.

The full text of the Proposed Amendment begins on the next page:

NOTICE OF PROPOSED AMENDMENTS

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PART 606
 REQUIREMENTS FOR THE DISPOSAL OF LOW-LEVEL RADIOACTIVE WASTE
 AWAY FROM THE POINT OF GENERATION

- Section 606.10 Scope
 606.20 Definitions
 606.30 Requirements for Design, Construction, Operation, Monitoring, and Maintenance of the Low-Level Radioactive Waste Disposal Facility
 606.40 Recordkeeping Requirements
 606.50 Technical Qualifications of Personnel
 606.60 Financial Responsibility of Facility Operator
 606.70 Contingency Plan and Emergency Procedures
 606.80 Closure, Post-Closure, Maintenance, and Institutional Care
 606.90 Emergency Closure

AUTHORITY: Implementing and authorized by Section 6 of the Illinois Low-Level Radioactive Waste Management Act (Ill. Rev. Stat. 1987 1989, ch. 111½, par. 241-6).

SOURCE: Adopted at 12 Ill. Reg. 4824, effective March 1, 1988; amended at 12 Ill. Reg. 18171, effective October 31, 1988; amended at ____ Ill. Reg. ____, effective ____.

Section 606.20 Definitions

Except where otherwise indicated, the terms in this Part shall have the meaning provided in 32 Ill. Adm. Code 601. In addition, the following definitions shall apply:

- a) "Accepted engineering principles and practices" means those engineering principles and practices that are used by engineers when fulfilling their requirements and duties consistent with the specific requirements of this Part and as certified by a Professional Engineer licensed under the Illinois Professional Engineering Act (Ill. Rev. Stat. 1987 1989, ch. 111, par. 5101).
- b) "Background Level" means the alpha, beta and gamma activity of radioactive elements which occur naturally in the air, water or soils at the facility site.
- c) "Department" means the Illinois Department of Nuclear Safety.

- d) "Disposal Facility" means a parcel of land or site, together with structures, equipment and improvements on or appurtenant to the land or site, which is used or is being developed for the disposal of low-level radioactive waste. "Facility" does not include lands, sites, structures or equipment used by a generator in the generation of low-level radioactive wastes (Section 3 of The Act).
- e) "Disposal Module" means a discrete portion of the disposal unit, including waste, waste packages, and engineered features.
- f) "Disposal Unit" means a discrete portion of the disposal site into which waste is placed for disposal.
- g) "Low-Level Radioactive Waste" (or "Waste") means radioactive waste not classified as high-level radioactive waste as defined in Section 2 of the Nuclear Waste Policy Act of 1982, 42 U.S.C. 10101, transuranic waste, spent nuclear fuel or byproduct material as defined in Section 11e(2) of the Atomic Energy Act of 1954, 42 U.S.C. 2014. Except when otherwise indicated in the rules, low-level radioactive waste includes "mixed waste."

"Mixed Waste" means waste that satisfies the definition of is both "hazardous waste" and "low-level radioactive waste" and contains hazardous waste that either as defined in this Act (Section 3 of The Act).

- 1) is listed as a hazardous waste in Subpart D of 40 CFR 261 in effect as of July 1987, exclusive of subsequent amendments or editions; or
- 2) causes the low-level radioactive waste to exhibit any of the hazardous waste characteristics identified in Subpart C of 40 CFR 261, in effect as of July 1987, exclusive of subsequent amendments or editions. A copy of 40 CFR is available for inspection at the Department of Nuclear Safety.
- 1) "Shallow Land Burial" means a land disposal facility in which radioactive waste is disposed of in or within the upper 30 meters of the earth's surface. However, this definition shall not include an enclosed, engineered, structurally re-enforced and solidified bunker that extends below the earth's surface (Section 3 of The Act).

(Source: Amended at ____ Ill. Reg. ____, effective ____.)

DEPARTMENT OF NUCLEAR SAFETY

NOTICE OF PROPOSED AMENDMENTS

Section 606.30 Requirements for Design, Construction, Operation, Monitoring, and Maintenance of the Low-Level Radioactive Waste Disposal Facility

a) Design and Construction of the Facility - Performance Objectives

The disposal facility shall be designed and constructed, based on accepted engineering principles and practices, to further the following performance objectives:

- 1) The design and construction of the disposal facility shall utilize *the best available technology that is economically reasonable, technologically feasible, and environmentally sound for disposal of waste* (Section 6 of The Act).
 - 2) The design of the disposal facility must be compatible with the expected waste characteristics, methods of operation, and proposed methods of closure and stabilization and shall demonstrate that the requirements of 32 Ill. Adm. Code 601 will be met.
 - 3) The facility design shall allow closure in a manner that isolates the wastes and waste constituents and that requires only minor custodial care to assure long term performance.
 - 4) The disposal facility shall be designed and constructed to provide for the complete containment of waste and waste constituents.
 - 5) The disposal facility shall be designed and constructed to allow remedial action, if necessary. Achievement of this objective shall not be accomplished by compromising, or in any way lessening, the ability of the disposal facility to satisfy the performance objectives and requirements of this Part and of 32 Ill. Adm. Code 601.
 - 6) Disposal units shall be designed so that their engineered components will maintain their structural integrity and prevent release of waste and waste constituents.
- b) Design and Construction of the Facility - Requirements
- 1) The disposal facility design shall not incorporate the use of shallow land burial or underground injection wells and shall provide for the use of above-ground modules or other designs to provide greater and safer confinement of low-level radioactive waste. The disposal facility shall meet the licensing requirements of 32 Ill. Adm. Code 601.

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- 2) The facility shall be designed to accept waste for disposal for a period of at least 50 years. Requisite capacity shall be based on volume and activity projections available from the Department pursuant to Section 4 of The Act. The facility shall be designed to accommodate waste generated during the decommissioning of nuclear power stations in Illinois.
- 3) The facility shall be designed for the disposal of both low-level radioactive waste and mixed waste.
- 4) Support buildings (i.e., buildings at the facility other than those in which waste is disposed of) at the facility shall meet the following requirements:
 - A) All buildings shall be designed and constructed to be permanent in nature with an estimated lifetime of at least 60 years.
 - B) During the operational period of the facility, trailers and temporary buildings shall be limited to 12 months on site.
 - C) Buildings shall be designed, constructed and maintained in accordance with the following standards:
 - i) "Occupational Safety and Health Standards" of the Occupational Safety and Health Agency, 29 CFR 1910, Subparts A - Q and Subpart S, April 1, 1987 July 1, 1990, exclusive of subsequent amendments. A copy of this material is available for inspection at the Department.
 - ii) "Safety and Health Regulations for Construction" promulgated by the Occupational Safety and Health Administration, 29 CFR 1926, April 1, 1987 July 1, 1990, exclusive of subsequent amendments. A copy of this material is available for inspection at the Department.
 - iii) Uniform Building Code, published by the National Conference of Building Officials, current as of 1985 1988 and as amended by the 1990 Accumulative Supplement, but exclusive of subsequent amendments or editions. Copies of this Code can be obtained directly from the National Conference of Building Officials, 5360 S. Workman Mills Road, Whittier, CA 90601. A copy of this code is also available for inspection at the Department.

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- 1v) Uniform Mechanical Code, published by the National Conference of Building Officials, current as of 1985 and as amended by the 1990 Accumulative Supplement, but exclusive of subsequent amendments or editions. Copies of this Code can be obtained directly from the National Conference of Building Officials, 5630 S. Workman Mills Road, Whittier, CA 90601. A copy of this code is also available for inspection at the Department.
- v) National Electric Code, published by the National Fire Protection Association, current as of 1984 1990, exclusive of subsequent amendments or editions. Copies of this can be obtained directly from the National Fire Protection Association, Batterymarch Park, Quincy, MA 02269. A copy of this code is also available for inspection at the Department.
- vi) Minimum Design Loads for Buildings and Other Structures, ANSI A 98-1, 1982, published by American National Standards Institute, current as of 1982, ASCE 7-88, current as of July 1990, exclusive of subsequent amendments or editions. Copies of the standard can be obtained directly from the American National Standards Institute, 1430 Broadway, Society of Civil Engineers, 345 East 47th Street, New York, New York 10017-2398. A copy of the standard is also available for inspection at the Department.

vii) Local Building Codes.

- viii) In the event that two or more building standards conflict or apply, the most stringent standard shall be met.

5) The disposal unit shall be designed and constructed to withstand all natural phenomena, such as precipitation, earthquakes, and tornadoes, which are expected to occur for five hundred years.

6) The disposal unit shall meet the following design requirements:

- A) Disposal modules shall be designed and constructed to incorporate multiple engineered safety features, such as, but not limited to, placing a cover over disposal modules, using backfill that adds structural strength to the module,

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- and reinforcing modules with manufactured materials that are independently monitored and that provide structural support, prevent the release of waste and waste constituents, and prevent inadvertent intrusion (See 32 Ill. Adm. Code 601.20);
- B) The disposal unit shall be modular, incorporating design elements that will allow operation of the facility in such a manner that the amount of waste on site that is not yet permanently disposed of, as well as the time that waste is held on site prior to disposal, will be minimized;
- C) Disposal modules must be designed and constructed to accommodate waste that cannot be packaged in standard containers, e.g., reactor components, contaminated steel;
- D) Disposal modules made of manufactured materials must be designed and constructed, using accepted engineering principles and practices, to ensure that the tensile stress in the manufactured materials never exceeds the level that will cause the materials to fail. Any support provided by structural reinforcement, such as steel or rebar, shall be taken into account only if the structural reinforcement is designed and constructed to ensure maintenance of the structural reinforcement's minimum required strength for the entire design life of the disposal module;
- E) Disposal modules must be designed to maintain their structural integrity regardless of the physical form of the waste;
- F) Disposal modules shall be designed and constructed so that water cannot infiltrate and remain in contact with waste packages;
- G) Disposal modules must be constructed of materials that will not interact with each other, any surrounding earth, backfill, any cover material, or base grade material in such a manner as to compromise the ability of the materials to perform their intended function;
- H) If intruder barriers are required by 32 Ill. Adm. Code 601.250(b), disposal modules must be designed and constructed, using accepted engineering practices, with intruder barriers designed to last at least 500 years;

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I) Mixed waste shall be disposed of in modules that are designed, constructed, operated, closed, and monitored in compliance with both 32 Ill. Adm. Code 601 and 35 Ill. Adm. Code 724; and

J) Disposal module design shall allow characterization, modeling, analysis, and evaluation of the module's capability to contain waste.

c) Operation and Maintenance - Performance Objective

The low-level radioactive waste disposal facility shall be operated in a manner that reduces the risks associated with radiation to workers and the general public to levels that are as low as is reasonably achievable.

d) Operation and Maintenance - Requirements

1) The facility shall be operated in compliance with following requirements applicable to licensees of the Department: 32 Ill. Adm. Code 200, 310, 320, 330, 340, 341, 400, and 601.

2) Waste shall not be disposed of at the facility unless the waste complies with the applicable waste form standards.* Any waste received that is not in compliance with these standards shall either be treated prior to disposal or returned to the generator or broker, provided the waste packages comply with the packaging requirements of 32 Ill. Adm. Code 341. Wastes may be treated at the disposal facility only if the operator is licensed to engage in treatment activities. If the waste packages are not in compliance with the 32 Ill. Adm. Code 341, the operator shall either repack the waste for return or treat the waste so that it is in a form which is acceptable for disposal. The generator or broker who shipped the waste to the disposal facility shall be liable for any expense incurred due to repackaging or processing unacceptable waste forms, or for expenses incurred in shipping the waste back to the generator if required.

*AGENCY NOTE: Pursuant to Section 7 of the Illinois Low-Level Radioactive Waste Management Act (Ill. Rev. Stat. 1987 1989, ch. 111½, par. 241-7), the Department will be promulgating rules setting forth waste form standards.

3) Waste shall not be disposed at the facility unless the waste is accompanied by a proper manifest. In the event that waste is received at the facility without a proper manifest, the operator shall notify the Department and contact the shipper to obtain a

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proper manifest. In the event that a proper manifest cannot be obtained, the facility operator shall take such other action as the Department requires, such as, but not limited to, analyzing the contents of the unmanifested shipment and preparing a manifest reflecting the results, and with the approval of the Department, based on requirements contained in the license and the Department's rules, disposing of the waste, in accordance with the requirements imposed by the facility license, at the shipper's expense.

4) The facility shall be operated so that no person outside the facility boundary receives a radiation dose in excess of 1 millirem per year to the whole body as a result of the facility operations.

5) To the extent practicable, wastes shall be disposed of in containers of standard size and shape.

6) The facility shall be operated in a manner that reduces the amount of waste on site that has not yet been permanently disposed of and that minimizes the time the waste is held on site prior to disposal.

7) The facility operator shall provide personnel, equipment, and procedures for acquiring environmental samples and conducting on-site tests to detect any releases of radionuclides into the air, soil, water, and groundwater, as well as for monitoring radiation exposures to facility personnel in accordance with 32 Ill. Adm. Code 340.2020. In addition, the facility operator shall provide for environmental sampling and testing to detect releases of waste or waste constituents into the air, soil, and water which are either, listed as hazardous in Subpart D of 40 CFR 261, or cause the waste to exhibit any of the hazardous waste characteristics identified in Subpart C of 40 CFR 261. 40 CFR 261 is incorporated as of July 1, 1987 1990, exclusive of subsequent amendments or editions. A copy of 40 CFR 261 is available for inspection at the Department of Nuclear Safety.

8) The facility operator shall not accept waste at the facility until the waste shipment has been inspected and approved by the Department, as required by Section 9(e) of The Act. The operator shall provide office space, not smaller than 20 feet by 20 feet, in a building located near the gate where waste is received, to be used by the resident inspector from the Department. The operator will maintain the building and supply electricity, heat, air conditioning, water, and restroom facilities.

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- 9) The facility operator shall maintain a direct data link with the Department's offices in Springfield and shall transmit to the Department facility records regarding the receipt, handling, and disposition of low-level radioactive waste as required by this Part.
- 10) The facility operator shall maintain a public documents room.
- 11) The facility operator shall maintain a public information center in the community where the facility is located.
- 12) The facility operator shall make all records of facility operations available upon request of the Department pursuant to its authority under Section 8 of The Act and Section 8-11 27 of the Radiation Protection Act of 1990 (111- Rev. Stat. 1987, ch. 111, par. 218-11 P.A. 86-1341, effective September 7, 1990) and shall provide access to every part of the facility to representatives of the Department.

e) Facility Monitoring - Performance Objective

The low-level radioactive waste disposal facility shall include a monitoring system, which, based on accepted engineering principles and practices, is capable of determining compliance with this Part and 32 Ill. Adm. Code 601.

f) Facility Monitoring - Requirements

- 1) The disposal facility shall include a monitoring system for detecting releases of radioactive or hazardous material within the disposal modules during facility operations.
- 2) The disposal facility shall include a monitoring system for detecting releases of radioactive or hazardous materials from the disposal unit.
- 3) The disposal facility shall include a monitoring system capable of detecting releases of radioactive or hazardous materials from the facility.
- 4) The disposal facility shall include a monitoring system capable of detecting releases into the air, soil, surface water and groundwater.

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g) Maintenance

- 1) The facility operator shall conduct a program of in-situ testing of the design and construction of disposal modules. The in-situ testing program shall continue during the period of operation, and closure. The program shall be designed to provide additional information regarding the expected long term performance of the facility, to identify any deficiencies or defects in design and construction of disposal units, and to form the basis for recommending changes on design, construction, and operation of the facility that would increase the safety or efficiency of waste disposal.
- 2) The facility operator shall, at all times, maintain the facility structures and equipment to promote occupational safety and worker protection, and to assure uninterrupted operation of the facility.

(Source: Amended at Ill. Reg. _____, effective _____)

Section 606.60 Financial Responsibility of Facility Operator

- a) The facility operator shall meet either of the following tests to establish that it has the financial resources necessary to meet its financial obligations established under 32 Ill. Adm. Code 601, and the Illinois Low-Level Radioactive Waste Management Act.
 - 1) Test One: The operator must have:
 - A) Two of the following three ratios: a ratio of total liabilities to net worth less than 2.0; a ratio of the sum of net income plus depreciation, depletion and amortization of total liabilities greater than 0.1; and a ratio of current assets to current liabilities greater than 1.5; and
 - B) Net working capital and tangible net worth each at least six times the sum of the closure and post-closure costs estimates provided in the license application as required by 32 Ill. Adm. Code 601.310; and
 - C) Tangible net worth of at least \$10 million; and
 - D) Assets in the United States amounting to at least 90 percent of its total assets or at least six times the sum of the closure and post-closure estimates contained in license application.

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2) Test Two: The operator must have:

A) A current rating for its most recent bond issuance of AAA, AA, A, or BBB as issued by Standard and Poor or Aaa, Aa, A or Baa as issued by Moody; and

B) Tangible net worth at least six times the sum of the closure and post-closure cost estimates contained in the license application as required by 32 Ill. Adm. Code 601.310; and

C) Tangible net worth of at least \$10 million; and

D) Assets located in the United States amounting to at least 90 percent of its total assets or at least six times the sum of the closure and post-closure cost estimates contained in the proposal.

b) When determining whether the facility operator has satisfied the financial requirements of subsection (a), the Department shall apply the accounting standards of the Financial Accounting Standards Board of the American Institute of Certified Public Accountants current as of July 1, 1987, exclusive of subsequent amendments or editions.

c) The facility operator shall post a performance bond with the Department and or show evidence of liability insurance or other means of establishing financial responsibility in an amount sufficient to adequately provide for any necessary remedial actions or liabilities that might be incurred by the operation of a facility during the operating period and during a reasonable period of post-closure care (Section 6(b) of The Act).

(Source: Amended at ___ Ill. Reg. ___, effective _____)

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1) Heading of Part: Organizational Chart, Description, Rulemaking Procedure, and Programs

2) Code Citation: 2 Ill. Adm. Code 700

3) Section Numbers: Adopted Action:

Appendix F New Appendix

4) Statutory Authority: Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, pars. 707, 709, 721, and 723).

5) Effective Date of Amendments: December 14, 1990

6) Does this rulemaking contain an automatic repeal date? No

7) Does this proposed amendment contain incorporations by reference? No

8) Date Filed in Agency's Principal Office: December 10, 1990

9) Notices of Proposal Published in Illinois Register: Internal rulemaking does not require the proposal to be published in the Illinois Register.

10) Has JCAR issued a Statement of Objections to these rules? No

11) Differences between proposal and final version: N/A

12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreement letter issued by JCAR? N/A

13) Will this amendment replace an emergency amendment in effect? No

14) Are there any amendments pending on this Part? No

15) Summary and Purpose of Amendments: The Corn Marketing Board has petitioned the Director of Agriculture to conduct a referendum to increase the check-off assessment.

Section 21 of the Illinois Corn Marketing Act mandates the Director to establish procedures necessary in the development and adoption of such proposed amendment to an existing corn marketing program. Further, such procedures

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are to be included in the rules of the Department required by Section 4.01 of The Illinois Administrative Procedure Act. Appendix F are the procedures for qualifications of producers in a referendum, for the participation of producers in hearings, and other procedures which are necessary for the development and adoption of a corn marketing program.

- 16) Information and questions regarding this adopted amendment shall be directed to:

Name: Donna Garman
Address: Division of Administrative Services
Illinois Department of Agriculture
State Fairgrounds, Springfield,
Illinois 62794-9281
Telephone: 217/785-0112

The full text of Adopted Amendment begins on the next page:

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TITLE 2: GOVERNMENTAL ORGANIZATION
SUBTITLE D: CODE DEPARTMENTS
CHAPTER 1: DEPARTMENT OF AGRICULTURE

PART 700

ORGANIZATIONAL CHART, DESCRIPTION, RULEMAKING PROCEDURES,
AND PROGRAMS

SUBPART A: DESCRIPTION OF THE DEPARTMENT OF AGRICULTURE

Section
700.10 Scope of the Department of Agriculture
700.20 Division of Administrative Services
700.30 Division of Animal Industries
700.40 Division of Marketing
700.50 Division of Plant Industries and Consumer Services
700.60 Division of Fairs and Horse Racing
700.70 Division of Natural Resources
700.80 Statutorily Established Advisory Boards and Committees

SUBPART B: ORGANIZATIONAL CHART

Section
700.100 Illinois Department of Agriculture Organization Chart

SUBPART C: REQUEST FOR INFORMATION

Section
700.110 Information About Programs, Activities, Laws and Rules
700.120 Information On Employment

SUBPART D: PROGRAMS (LAWS) ADMINISTERED
BY THE DEPARTMENT OF AGRICULTURE

Section
700.130 Code Indicating Administrative Enforcement
700.140 Statutes Administered by the Department of Agriculture

SUBPART E: RULES AND REGULATIONS
DEPARTMENT OF AGRICULTURE

Section
700.150 Rules and Regulations Promulgated by the Department
of Agriculture

SUBPART F: PROVISIONS AND PROCEDURES GOVERNING THE
PROMULGATION OF RULES AND REGULATIONS

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- Section
700.160 General, Emergency, and Peremptory Rules; Internal Rules (Agency's Organization, Description and Rule-making Procedures)
- 700.170 Public Participation and Comments
- 700.180 Consideration of Rules by Advisory Boards
- 700.190 Public Comment Period; Submission of Written Comments; Extending the Public Comment Period
- 700.200 Public Hearing Procedure
- 700.210 Director's Decision
- 700.220 Second Review Period; Final Disposition of Rulemaking Proposal
- 700.230 Computing Time
- 700.240 Interested Person May Request Rulemaking

SUPPART G: RULEMAKING FLOW CHARTS

- Section
700.300 General Rulemaking Initiated by Department
- 700.310 Rulemaking Requested by Advisory Board or Committee
- 700.320 Emergency or Peremptory Rulemaking by Department
- APPENDIX A Marketing Program for Illinois Apples and Peaches
- APPENDIX B Marketing Program for Illinois Corn and Corn Products
- APPENDIX C Marketing Program for Illinois Eggs (Repealed)
- APPENDIX D Marketing Program for Illinois Soybeans and Soybean Products
- APPENDIX E Fertilizer Research and Education Program
- APPENDIX F Procedures for Conducting Corn Marketing Program Referendums

AUTHORITY: Implementing and authorized by Section 4.01 of The Illinois Administrative Procedure Act (Ill. Rev. Stat. 1989, ch. 127, par. 1004.01); Appendix A implementing and authorized by the Apple and Peach Marketing Act (Ill. Rev. Stat. 1989, ch. 5, pars. 351 et seq.); Appendix B implementing and authorized by the Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, pars. 701 et seq.); Appendix C implementing and authorized by the Egg Marketing Development Act (Ill. Rev. Stat. 1989, ch. 5, pars. 503 et seq.); Appendix D implementing and authorized by the Soybean Marketing Act (Ill. Rev. Stat. 1989, ch. 5, pars. 551 et seq.). Appendix E implementing and authorized by the Illinois Fertilizer Act of 1961 (Ill. Rev. Stat. 1989, ch. 5, par. 55.6a).

SOURCE: Rules and Regulations Relating to The Administrative Procedure Act, filed December 30, 1977, effective January 15, 1978; amended at 5 Ill. Reg. 10257, effective September 29, 1981, codified at 2 Ill. Adm. Code 450 at 5 Ill. Reg. 10255; amended at 5

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- Ill. Reg. 13418, effective November 24, 1981; amended at 6 Ill. Reg. 11826, effective September 21, 1982; amended at 7 Ill. Reg. 9147, effective July 26, 1983; amended at 8 Ill. Reg. 13124, effective July 12, 1984; amended at 10 Ill. Reg. 13168, effective July 25, 1986. Rules and Regulations Relating to the Procedures for the Establishment of an Apple and Peach Marketing Program, filed and effective March 10, 1972; amended at 4 Ill. Reg. 19, p. 181, effective April 28, 1980; codified as 8 Ill. Adm. Code 300 at 5 Ill. Reg. 10547; Part repealed at 6 Ill. Reg. 10908, effective August 26, 1982; new Part adopted at 7 Ill. Reg. 11154, effective August 31, 1983. Corn Marketing Program adopted at 3 Ill. Reg. 47, p. 72, effective November 9, 1979; codified as 8 Ill. Adm. Code 310 at 5 Ill. Reg. 10549; Part repealed at 6 Ill. Reg. 10909, effective August 26, 1982; new Part adopted at 7 Ill. Reg. 3407, effective March 21, 1983. Rules and Regulations Relating to the Procedures for the Establishment of an Egg Marketing Program, filed January 3, 1973, effective January 13, 1973; codified as 8 Ill. Adm. Code 320 at 5 Ill. Reg. 10551; Part repealed at 6 Ill. Reg. 10915, effective August 26, 1982; new Part adopted at 7 Ill. Reg. 11171, effective August 31, 1983. Rules and Regulations Relating to Procedures for the Establishment of a Soybean Marketing Program, filed March 20, 1974, effective April 1, 1974; amended May 2, 1974, effective May 12, 1974; codified as 8 Ill. Adm. Code 330 at 5 Ill. Reg. 10553; Part repealed at 6 Ill. Reg. 10916, effective August 26, 1982; new Part adopted at 7 Ill. Reg. 11189, effective August 31, 1983. 2 Ill. Adm. Code 450 recodified to 2 Ill. Adm. Code 700, 8 Ill. Adm. Code 300 recodified to 2 Ill. Adm. Code 700.Appendix A, 8 Ill. Adm. Code 310 recodified to 2 Ill. Adm. Code 700.Appendix B, 8 Ill. Adm. Code 320 recodified to 2 Ill. Adm. Code 700.Appendix C, and 8 Ill. Adm. Code 330 recodified to 2 Ill. Adm. Code 700.Appendix D at 11 Ill. Reg. 15602, effective September 10, 1987; amended at 11 Ill. Reg. 18605, effective October 28, 1987; amended at 12 Ill. Reg. 6648, effective March 25, 1988; amended at 12 Ill. Reg. 22135, effective December 8, 1988; amended at 13 Ill. Reg. 5066, effective March 31, 1989; amended at 14 Ill. Reg. 584, effective December 27, 1989; amended at 14 Ill. Reg. 4093, effective March 2, 1990; amended at 14 Ill. Reg. 9009, effective May 29, 1990; amended at 14 Ill. Reg. 20586, effective December 14, 1990.

NOTE: Capitalization denotes statutory language.

Section 700.APPENDIX F Procedures for Conducting Corn Marketing Program Referendums

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ARTICLE I
DEFINITIONS

- a) "Act" means the Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, par. 701 et seq.).
- b) "CORN" MEANS AND INCLUDES ALL KINDS OF VARIETIES OF CORN (EXCLUDING POPCORN AND SWEET CORN) GROWN IN THIS STATE AND MARKETING AND SOLD AS CORN BY THE PRODUCER. (Quoted from Section 3 of the Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, par. 703)).
- c) "Corn Marketing Program" means the program established under the authority of the Corn Marketing Act and approved by the corn producers (2 Ill. Adm. Code 700.APPENDIX E).
- d) "Corn Marketing Board" means the board established by any corn marketing program to administer a corn marketing program.
- e) "DEPARTMENT" MEANS THE DEPARTMENT OF AGRICULTURE OF THE STATE OF ILLINOIS, P.O. Box 19281, Springfield, Illinois 62794-9281. (Quoted from Section 3 of The Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, par. 703)).
- f) "DIRECTOR" MEANS THE DIRECTOR OF THE DEPARTMENT OF AGRICULTURE OF THE STATE OF ILLINOIS or a duly authorized representative. (Quoted from Section 3 of The Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, par. 703)).
- g) "Eligible Voter" means one who is defined both as a person and as a producer in this program during the previous 365 days prior to the referendum date.
- h) "PERSON" MEANS ANY NATURAL PERSON, PARTNERSHIP, CORPORATION, SOCIETY, ASSOCIATION, REPRESENTATIVE OR OTHER FIDUCIARY. (Quoted from Section 3 of The Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, par. 703)).
- i) "Producer" means any person engaged in this State in the business of producing and marketing corn and who is affected by the Corn Marketing Program by virtue of having the first right of ownership in any corn for which payment is received at the first point of sale.

ARTICLE II
REQUESTING SUBSEQUENT CORN MARKETING REFERENDUMS

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A PROPOSED AMENDMENT TO AN EXISTING CORN MARKETING PROGRAM MAY BE REQUESTED BY PETITION TO THE DIRECTOR BY 5% OF THE AFFECTED PRODUCERS FROM EACH RESPECTIVE DISTRICT OR BY A 2/3 MAJORITY VOTE OF THE CORN MARKETING BOARD. (Quoted from Section 21 of the Illinois Corn Marketing Act (Ill. Rev. Stat. 1989, ch. 5, par. 721)).

Following receipt of a request to amend the corn marketing program, the Director shall hold a public hearing for the purpose of informing corn producers of the proposed changes to a program and to solicit public comments on the proposed changes. The Director shall publish notice of the public hearing in the official State newspaper and issue a press release to newspapers of general circulation and to other news media at least 2 weeks prior to the date of the hearing. Following the public hearing, the findings of the hearing shall be sent to all parties of record appearing at the hearing.

If the proposed amendment is approved by the Corn Marketing Board following the public hearing, the Director shall hold a referendum within 90 days from receipt of the Board's approval in accordance with the provisions of Article III of this Appendix.

Prior to the consideration of any proposed amendment to a corn marketing program, the Director shall require the sponsors thereof to deposit funds for expenses of preparing, holding hearings, and conducting the referendum. Such funds shall be in the amount as set forth in Section 8 of the Act, and the funds shall be held and distributed in accordance with the provisions of Section 8 of the Act.

ARTICLE III
REFERENDUMS

Section 1 - Voting.

The Director shall hold referendums in accordance with the provisions of Sections 7, 9, and 21 of the Act.

All referendums shall be by a ballot cast at the local Cooperative Extension Service office serving the area in which such eligible voter resides, unless an alternate location is designated by the Director because of inaccessible facilities or where no Cooperative Extension office exists in the area.

Any eligible voter who resides outside the State of Illinois or any eligible voter within the State who expects to be absent from the county of residence on the day of any referendum may request an absentee ballot as set forth in Article VI of this Appendix.

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An amendment to a corn marketing program is approved when a majority of those voting in the referendum vote in favor of such program.

The Director shall control all ballots and producer affidavits, except when the ballots and affidavits are in the hands of the election judges.

Section 2 - Referendum Publicity

Notification of the referendum date shall be published once in the official State newspaper and made available to trade publications and the public press at least 2 weeks prior to the referendum date.

Section 3 - Election Judges

The Director shall appoint 2 persons to serve as election judges at each polling place. Election judges shall determine the eligibility of the person to vote in the referendum, maintain voting integrity, preserve the confidentiality of all referendum ballots, count ballots and determine the results of the referendum for that location, report total voting results to the Department, and return all ballots personally or by certified mail (i.e., both marked and blank ballots), producer affidavits, and any other referendum information to the Department after the referendum.

ARTICLE IV
QUALIFICATION TO VOTE

Any person who is defined as a producer in the corn marketing program shall be entitled to one vote. Such eligible voter shall sign a statement or affidavit declaring that such person is an eligible voter in the program.

An eligible voter who meets the definition of a "producer" in more than one county or on more than one tract of land may only vote once in their own name. If more than one vote is cast, only one vote, cast in the county of residence, will be counted.

A person or business organization which meets the "producer" definition may designate some individual to vote on its behalf. In such cases, the following guidelines apply:

In cases of associations, businesses, cooperatives, universities, colleges, foundations, or any other business entity,

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only an officer may cast one vote for this business organization.

Partnership or joint tenancy: If the ownership of the commodity is held in the partnership name or in joint ownership, only one partner/owner may cast one vote. It is the responsibility of the partnership/joint ownership to decide who will vote.

Fiduciary: Only the court-appointed legal representative of a trust, estate, conservatorship, guardianship or other fiduciary relationship may cast one vote for the business held in trust.

Landlord and tenant: Each may cast one vote if each meets the "producer" definition. A landlord may vote only if corn was grown on a "crop share" basis. A landlord is not eligible to vote if land was rented on a "cash rent" basis.

Husband and wife: If the corn is held in legal title by both husband and wife, it is the responsibility of the husband and wife to decide who will vote. Only one spouse may cast one vote when the corn is held in joint ownership. If each spouse meets the "producer" definition as a separate entity, then each may cast one vote.

ARTICLE V
TELLER COMMITTEE TO CERTIFY RESULTS

Within 2 weeks after the referendum date, the Director shall appoint a teller committee to count ballots that have been received from the election judges and to canvass and officially certify results of the referendum.

ARTICLE VI
ABSENTEE BALLOTS

The Director shall provide to any eligible voter who resides outside of the State of Illinois or who expects to be absent from the county or residence on the day of the referendum an absentee ballot upon request. Absentee ballots are available beginning 30 days prior to the referendum date.

Any eligible voter requesting an absentee ballot shall file with the Director an affidavit swearing that such eligible voter is eligible to vote in the referendum. Such affidavit shall be available from the Director.

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All absentee ballots and affidavits shall be returned to the Director at least 2 working days prior to the referendum date.

Postcards for requesting absentee ballots shall be available at each Cooperative Extension office or designated polling place and from the Division of Marketing of the Department. Each person requesting an absentee ballot must sign the card and state the address. A person may also make a request in writing to the Director requesting an absentee ballot.

The Director shall receive, date stamp, determine the voter eligibility, and preserve the confidentiality of all absentee ballots.

(Source: Added at 14 Ill. Reg. 20586, effective December 14, 1990)

STATE BOARD OF EDUCATION

NOTICE OF ADOPTED AMENDMENTS

- 1) The Heading of the Part: Educational Service Centers
- 2) Code Citation: 23 Ill. Adm. Code 500
- 3) Section Number:

500.10	Adopted Action:
500.20	Amendment
500.80	Amendment
500.90	Amendment
- 4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 122, par. 2-3.62
- 5) Effective Date of Amendments: December 14, 1990
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this amendment contain incorporations by reference?

The rules do not contain an incorporation by reference under Section 6.02(b) of The Illinois Administrative Procedure Act.
- 8) Date Filed in Agency's Principal Office: December 14, 1990
- 9) Notice of Proposal Published in Illinois Register:

May 18, 1990, 14 Ill. Reg. 8307
- 10) Has JCAR issued a Statement of Objections to this (these) rule(s)? No
- 11) Difference(s) between proposal and final version:

The following changes have been made in response to the Joint Committee on Administrative Rules:

In Section 500.20(a)(8), the word "must" was changed to "shall."

In Section 500.20(b)(2), the word "may" was changed to "shall."

In Section 500.20(c)(2), the word "district" was changed to "agent."

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In Section 500.20(a)(1), the word "below" was deleted from the first sentence.

- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreement letter issued by JCAR?
Yes

- 13) Will this amendment replace an emergency amendment currently in effect? No

- 14) Are there any amendments pending on this Part? No

- 15) Summary and Purpose of Amendments:

These amendments incorporated language from P.A. 86-1002, which changed the membership of the governing boards in Educational Service Centers in Class 1 counties. In an effort to be consistent, the same requirements were also made for the governing boards of Cook County Educational Service Centers. Section 500.20, containing these requirements, was also reorganized for clarity. Finally, the contract limit at which boards must obtain approval for subcontracts was increased from \$1,500 to \$5,000 to correspond to requirements in The School Code.

- 16) Information and questions regarding this adopted amendment shall be directed to:

Name: Ray Schaljo
Address: Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777
Telephone: (217) 782-5728

The full text of the Adopted Amendments begins on the next page:

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NOTICE OF ADOPTED AMENDMENTS

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER I: STATE BOARD OF EDUCATION
SUBCHAPTER O: MISCELLANEOUS

PART 500
EDUCATIONAL SERVICE CENTERS

Section	Purpose of the Educational Service Centers
500.10	Governance
500.20	Role of the Governing Board
500.30	Role of the Administrative Agent
500.40	Programs and Services to be Provided
500.50	Allocation of Funds
500.60	Areas to be Served
500.70	Fiscal Procedures
500.80	Grant Application Format
500.90	Submission of Application
500.100	Review and Approval
500.110	Program Evaluation Standards and Procedures
500.120	

AUTHORITY: Implementing and authorized by Section 2-3.62 of The School Code (Ill. Rev. Stat. 1989, ch. 122, par. 2-3.62).

SOURCE: Emergency rules adopted at 9 Ill. Reg. 15949, effective October 2, 1985, for a maximum of 150 days; adopted at 10 Ill. Reg. 18726, effective October 22, 1986; amended at 13 Ill. Reg. 11481, effective July 3, 1989; amended at 14 Ill. Reg. 20596, effective Dec 14, 1990.

NOTE: Capitalization denotes statutory language.

Section 500.10 Purpose of the Educational Service Centers

The purpose of the Centers shall be to develop and deliver services designed to meet the needs of the schools in their service areas. However, the following activities and responsibilities must be incorporated into each Center's overall plan for delivery of services:

- a) to provide a variety of inservice training and staff development opportunities to improve the knowledge and skills of educators;

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- b) to coordinate the communication and data reporting requirements from local and regional programs and services to the State Board of Education as these shall be designated by the State Superintendent of Education;
- c) to serve as a clearinghouse for educational information and research; and
- d) to serve as the primary regional delivery system for federal and/or state-supported programs and services in education as authorized in Section 2-3.62 of The School Code (Ill. Rev. Stat. 1985 1989, ch. 122, par. 2-3.62) or as directed by the State Superintendent of Education.

(Source: Amended at 14 Ill. Reg. 20596, effective Dec 14, 1990)

Section 500.20 Governance

a) General requirements for the Governance of all Centers:

1) Section 2-3-62(b) of The School Code provides that "CENTERS WHICH SERVE CLASS-1-COUNTY-SCHOOL-UNITS SHALL BE GOVERNED BY AN 11-MEMBER BOARD WHICH INCLUDES BUT SHALL NOT BE LIMITED TO PUBLIC-SCHOOL TEACHERS, SUPERINTENDENTS, REGIONAL SUPERINTENDENTS, SCHOOL-BOARD MEMBERS AND A REPRESENTATIVE OF AN INSTITUTION OF HIGHER EDUCATION. THE MEMBERS OF THE BOARD SHALL BE APPOINTED BY THE REGIONAL SUPERINTENDENTS WHOSE SCHOOL-DISTRICTS ARE SERVED BY THE EDUCATIONAL SERVICE CENTER." No more than five members of the eleven-member Governing Board may represent any single category mentioned above.

2) For Centers outside Cook County, except when a Center and an Educational Service Region have common boundaries, neither the Administrative Agent nor an employee of the Administrative Agent may be a voting member of the Governing Board, for Centers within Cook County, except for the Center serving Chicago School District #299, no Administrative District shall have a superintendent, board member, or district employee as a voting member of the Governing Board.

3) The member(s) of the Governing Board who represents public-school teachers

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superintendents, and board members shall be selected from school districts within each Center's service area.

4) The member(s) of the Governing Board who represents higher education shall be selected from a public-degree-granting postsecondary institution whose campus lies within the area to be served.

5) The member(s) of the Governing Board who does not represent, is not employed by, or is not the designee of public-school teachers, superintendents, regional superintendents, school boards, or higher education must reside within the area to be served by the Center.

6) Terms of office for Governing Board members shall be four years, with the exception of the initial Governing Board members, whose terms shall be established as follows:

- A) four of the eleven members shall serve four years;
- B) four of the eleven members shall serve three years; and
- C) three of the eleven members shall serve two years.

7) The method of determining a board member's initial term of office shall be established by each Center's Governing Board and shall be specified in each Center's bylaws.

8) The method for filling vacancies on the Governing Boards shall be determined by each Center's Governing Board and shall be specified in each Center's bylaws.

9) All meetings of the Centers' Governing Boards must comply with the Open Meetings Act (Ill. Rev. Stat. 1987, ch. 103, par. 41 et seq.).

b) Requirements for the Governance of Centers located within Cook County:

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1) Cook County, which is the only non-class-I county in Illinois, will be served by four centers whose corresponding service areas shall be known as North Cook, West Cook, South Cook, and the City of Chicago School District #299.

2) The North Cook, West Cook and South Cook Centers shall each be governed by an eleven-member Governing Board which shall be appointed by a five-member selection committee comprised of district superintendents whose school district boundaries lie within the corresponding center's service area. Each selection committee shall be elected at a meeting to be convened by the State Board of Education, whereby all district superintendents within an identified service area will be invited to attend, nominate and elect selection committee members. Nominations for selection committee members will come from the floor and only district superintendents shall be eligible nominees.

3) The members of the North Cook, West Cook, and South Cook Center Governing Boards shall include but shall not be limited to public school teachers, superintendents, a regional superintendent (or designee), school board members and a representative of higher education. The Regional Superintendent (or designee) of Cook County shall be a member on each of these three governing boards.

4) The City of Chicago School District #299 shall be served by a center and shall be governed by an eleven-member board which shall be appointed by the City of Chicago School District #299 School Board.

5) The members of the City of Chicago School District #299 Center's Governing Board shall include but shall not be limited to public school teachers, subdistrict superintendents and a representative of higher education.

a) General Requirements for the Governance of all Centers

1) Each center shall be governed by an 11-member Governing Board. As the terms of current members

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expire, the membership of each board shall be brought into compliance with the requirements of subsections (b)(1), (c)(1) or (d) below. A member who changes category status shall be allowed to remain on the board only if the change does not violate the membership limits established in subsections (b)(1), (c)(1) or (d).

2) The member(s) of the Governing Board who represents public school teachers, superintendents, and board members shall be selected from school districts within each center's service area.

3) The member(s) of the Governing Board who represents higher education shall be selected from a degree-granting postsecondary institution whose campus lies within the area to be served.

4) The member(s) of the Governing Board who does not represent, is not employed by, or is not the designee of public school teachers, superintendents, regional superintendents, school boards, or higher education must reside within the area to be served by the center.

5) Terms of office for Governing Board members shall be four years, with the exception of the initial Governing Board members, whose terms shall be established as follows:

A) four of the eleven members shall serve four years;

B) four of the eleven members shall serve three years; and

C) three of the eleven members shall serve two years.

6) The method of determining a board member's initial term of office shall be established by each center's Governing Board and shall be specified in each center's bylaws.

7) The method for filling vacancies on the Governing Boards, including vacancies created by the expiration of members' terms, shall be determined

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by each center's Governing Board and shall be specified in each center's bylaws.

- 8) All meetings of Governing Boards shall comply with the Open Meetings Act (Ill. Rev. Stat. 1989, ch. 102, par. 41 et seq.).

b) Requirements for centers located outside of Cook County

- 1) Each 11-member board of a center located outside Cook County SHALL HAVE 3 MEMBERS WHO SHALL BE PUBLIC SCHOOL TEACHERS NOMINATED BY THE LOCAL BARGAINING REPRESENTATIVES TO THE APPROPRIATE REGIONAL SUPERINTENDENTS FOR APPOINTMENT AND NO MORE THAN 3 MEMBERS WHO SHALL BE FROM EACH OF THE FOLLOWING CATEGORIES, INCLUDING BUT NOT LIMITED TO SUPERINTENDENTS, REGIONAL SUPERINTENDENTS, SCHOOL BOARD MEMBERS AND A REPRESENTATIVE OF AN INSTITUTION OF HIGHER EDUCATION. THE MEMBERS OF THE BOARD SHALL BE APPOINTED BY THE REGIONAL SUPERINTENDENTS WHOSE SCHOOL DISTRICTS ARE SERVED BY THE EDUCATIONAL SERVICE CENTER (Section 2-3.62 of The School Code).

- 2) Except when a center and an educational service region have coterminous boundaries, neither the administrative agent nor an employee of the administrative agent shall be a voting member of the Governing Board.

c) Requirements for Cook County Centers located outside of the boundaries of the City of Chicago

- 1) Each of the Governing Boards of the North Cook, West Cook and South Cook centers shall have 11 members, of whom 3 shall be public school teachers nominated by the local bargaining representatives to the existing Governing Board for appointment or election in accordance with that Board's bylaws and no more than 3 members from each of the following categories, including but not limited to superintendents, school board members and a representative of higher education. The Regional Superintendent (or designee) of Cook County shall be a member on each of these three Governing Boards.

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- 2) No Administrative Agent shall have a superintendent, board member, or district employee as a voting member of the Governing Board.

- d) Requirements for the City of Chicago School District #299

The 11 members of the Governing Board shall include 3 public school teachers who shall be nominated by the local bargaining representative to the existing Governing Board for appointment or election in accordance with that Board's bylaws and no more than 3 members from each of the following categories, including but not limited to subdistrict superintendents and a representative of higher education.

(Source: Amended at 14 Ill. Reg. 20596, effective Dec. 14, 1990)
Section 500.80 Fiscal Procedures

- a) The Administrative Agent of the Educational Service Center shall maintain accurate financial records. The financial records of the Educational Service Center shall be maintained in accordance with 23 Ill. Adm. Code 110 (Program Accounting Manual). The State Board of Education and its agents shall have full and complete access at all times during regular business hours to files, records and all other property maintained by the Administrative Agent, for Center purposes.

- b) Other funds available for Educational Service Center purposes, including but not limited to other state and federal grants, registration fees collected, and reimbursements or payments from other state, federal, or local programs shall be expended for the purposes of the Educational Service Center without reducing the amount of a grant pursuant to this Part. The expenditure of such other funds shall be included in the annual audit specified in Section 500.90(g) of this Part.

- c) All purchases exceeding the amount specified in Section 10-20.21 of The School Code (Ill. Rev. Stat. 1985 1989, ch. 122, par. 10-20.21) must be bid in accordance with that Section.

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- d) The Administrative Agent of the Educational Service Center shall maintain an inventory of equipment (using forms to be provided by the State Board of Education) acquired with funds received directly or indirectly from the State of Illinois.
- e) The Governing Board of each Educational Service Center shall establish travel regulations. The travel regulations shall include reimbursement rates, designation of reimbursable items, and other conditions the Governing Board deems necessary.
- f) Registration fees for Conferences/Workshops are to be determined on a cost-recovery basis.
- g) A maximum daily rate for consultants shall be established by the Governing Board of the Educational Service Center.

(Source: Amended at 14 Ill. Reg. 20596, effective Dec. 14, 1990)

Section 500.90 Grant Application Format

Educational Service Centers shall submit an annual application. Applications shall include the following:

- a) Letter of Transmittal: A cover letter which identifies the applicant, the Center, and includes a copy of the Governing Board's minutes showing the formally approved motion granting the authority to submit the application.
- b) Planning Requirements: A detailed annual plan for the Center. Goals along with specific objectives and enabling activities shall be presented. Activity statements shall include:
 - 1) an indication of when each activity will be implemented and completed;
 - 2) an indication of who will conduct each activity; and
 - 3) an indication of what each activity will accomplish.
- c) Project Staff: Job descriptions for the professional and nonprofessional staff to be employed by the Center.

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If there will be part-time employees, the approximate percentage of time they will be assigned to Center activities shall be submitted. Vitas-or-resumes Resumes shall not be submitted.

- d) Facilities: The location and nature of facilities to be used for the Center shall be described. If facilities are to be leased, the ownership of the building(s) and the terms of the lease shall be described. Each Center should be established in close proximity to the Administrative Agent. However, availability of building space, access to major transportation arteries, and pockets of dense population may also be considered when choosing a site for the Center. In order to ensure cooperation among the various programs operating within the Center and the efficient use of communications equipment, the Center shall be located on a single site. All staff shall be headquartered in and operate out of the selected Center office.

- e) Subcontracting: Services which may be subcontracted are those which Center staff cannot provide. The following information regarding subcontracts in excess of \$1,500-00 \$5,000.00 shall be provided to the State Board of Education prior to entering into any subcontract:
 - 1) a statement of what is needed and why the staff cannot provide it;
 - 2) the name of subcontractor;
 - 3) the total subcontract amount;
 - 4) a description of the goods and/or services to be distributed or delivered;
 - 5) a detailed budget including the beginning and ending dates for the proposed subcontract; and
 - 6) a resume(s) if the subcontract includes professional services.

- f) The State Superintendent of Education shall approve a subcontract when the evidence presented demonstrates that a need exists which Center staff cannot meet and

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that the costs represent fair market value for the goods and/or services to be provided.

- g) Budget: Applications shall indicate in detail each item of expenditure for the Center. The proposed budget shall be presented on a form provided by the State Board of Education. Budget items shall be annually audited by a Certified Public Accountant.
- h) All unexpended or unobligated grant funds held by the grantee at the end of the grant agreement period shall be returned within 45 days to the State Board of Education.

(Source: Amended at 14 Ill. Reg. 20596, effective Dec. 14, 1990)

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- 1) The Heading of the Part: Program Accounting Manual
- 2) Code Citation: 23 Ill. Adm. Code 110
- 3) Section Number:

110.20	Adopted Action:
110.25	Amendment
110.90	Amendment
110.110	Amendment
TABLE A	Amendment
TABLE B	Amendment
TABLE C	Amendment
TABLE D	Amendment
- 4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 122, pars. 2-3.17a, 2-3.27, 2-3.28 and 34-43.1.
- 5) Effective Date of Amendments: December 14, 1990
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this Amendment contain incorporations by reference?
The rules do not contain an incorporation by reference under Section 6.02(b) of The Illinois Administrative Procedure Act.
- 8) Date Filed in Agency's Principal Office: December 14, 1990
- 9) Notice of Proposal Published in Illinois Register:
May 18, 1990, 14 Ill. Reg. 8319
- 10) Has JCAR issued a Statement of Objections to this (these) rule(s)? No
- 11) Difference(s) between proposal and final version:
The following changes were made in response to the Joint Committee on Administrative Rules:

In Section 110.110(b)(1), the following text was deleted: "Section 34-43.1 of The School Code requires that".

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In Section 110.110(b)(2), the word "audit" was added before the word "report."

In Section 110.110(b)(3), the phrase ", as defined by Section 24-6 of The School Code," has been added.

In Section 110.110(b)(4) and Section 110.110(b)(7), the word "must" was changed to "shall" each time it appeared.

12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes

13) Will this Amendment replace an emergency amendment currently in effect? No

14) Are there any amendments pending on this Part? No

15) Summary and Purpose of Amendments:

These amendments put into rules the requirement added to The School Code by P.A. 85-1418 that any district governed by Article 34 (Chicago District 299) of The School Code must submit copies of its audit and annual financial reports to the State Board. The rules also incorporate statutory requirements that the Chicago school district also submit to the State Board additional information concerning those functions used in the calculation of its administrative cap. Additionally, as required by P.A. 86-970, the name of the Operations, Building and Maintenance Fund has been changed to Operations and Maintenance Fund each time it appears.

16) Information and questions regarding this adopted amendment shall be directed to:

Name: Lou Audi
Address: Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777
Telephone: (217) 782-2098

The full text of the Adopted Amendments begins on the next page:

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NOTICE OF ADOPTED AMENDMENTS

TITLE 23: EDUCATION AND CULTURAL RESOURCES

SUBTITLE A: EDUCATION

CHAPTER I: STATE BOARD OF EDUCATION

SUBCHAPTER C: FINANCE

PART 110

PROGRAM ACCOUNTING MANUAL

Section

110.10 Use of this Manual

110.20 Fund Accounting

110.25 Transfer of Interest to Other Funds

110.30 Balance Sheet Accounting

110.40 Revenue Accounting

110.50 Expenditure Accounting

110.60 Criteria for Cost Identification

110.70 Account Classification Summary

110.80 Transaction Codes

110.90 State Reporting Requirements

110.100 Budgeting

110.110 Audit Requirements

110.115 Educational Service Region Audit

110-TABLE A EXPLANATION OF FUNDS

110-TABLE B DEFINITIONS OF BALANCE SHEET ACCOUNTS

110-TABLE C DEFINITIONS OF REVENUE CLASSIFICATIONS

110-TABLE D DEFINITIONS OF EXPENDITURE DIMENSIONS

AUTHORITY: Implementing and authorized by Sections 2-3.17a, 2-3.27, 2-3.28 and 34-43.1 of The School Code (Ill. Rev. Stat. 1989, ch. 122, pars. 2-3.17a, 2-3.27, 2-3.28 and 34-43.1).

SOURCE: Adopted at 10 Ill. Reg. 20508, effective December 2, 1986; amended at 13 Ill. Reg. 7610, effective May 4, 1989; amended at 14 Ill. Reg. 20608, effective December 14, 1990.

NOTE: Capitalization denotes statutory language.

Section 110.20 Fund Accounting

- a) Financial administration requires that each transaction be identified for administrative and accounting purposes. The first identification is by "fund" which is an independent fiscal and accounting entity, requiring its own set of self-balancing accounts, and created in accordance with special regulations, restrictions, and limitations that earmark each fund for a specific activity or for attaining certain

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objectives (see Table A). Each fund must be accounted for so that the identity of its resources and obligations and its revenues and expenditures is continually maintained.

- b) The number of funds to be maintained by a particular LEA depends on the nature of its operations rather than on the size of the LEA. Whenever a tax levy is authorized for a given purpose, proper legal accountability for the revenues and expenditures is required. This results in a minimum of two funds for every operating school district in Illinois: an Educational Fund and an Operations-Building and Maintenance Fund.

- c) If the LEA filed a levy for municipal retirement and filed a levy for social security and medicare Medicare only purposes, then the LEA must maintain a Municipal Retirement/Social Security Fund.

- d) If taxes are levied to retire bond principal and to pay bond interest, and/or service charges thereon, then the LEA must maintain a Bond and Interest Fund for each outstanding bond issue.

- e) If pupils are transported at school district expense either to and from school or for other purposes, a Transportation Fund must be maintained.

- f) If bonds are sold to finance construction, a Site and Construction Fund must be maintained to account for the bond proceeds of each bond issue.

- g) If bonds are sold for a Working Cash Fund, a separate fund must be created. This fund would also be created by the filing of a working cash tax levy.

- h) If buildings are rented from the Capital Development Board, a Rent Fund must be maintained.

- i) In addition to the funds, there are two self-balancing groups of accounts for maintaining accounting records of capital assets and long-term liabilities. The General Fixed Assets Account Group records all tangible fixed assets of the LEA including land, buildings, machinery, equipment, furniture and fixtures, regardless of which fund provided the cash at the time of purchase. The General Long-Term Debt Account Group

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records all outstanding bonds of the LEA and other long-term debt.

- j) To designate the nine funds and two groups of accounts by symbol rather than using the full descriptions, this standardized numerical designation will be used as the code for this dimension.

- 1) 10 for Educational Fund
- 2) 20 for Operations-Building and Maintenance Fund
- 3) 30 for Bond and Interest Fund
- 4) 40 for Transportation Fund
- 5) 50 for Municipal Retirement/Social Security Fund
- 6) 60 for Site and Construction Fund
- 7) 70 for Working Cash Fund
- 8) 80 for Rent Fund
- 9) 90 for Capital Improvements Fund
- 10) 98 for General Fixed Assets Account Group
- 11) 99 for General Long-Term Debt Account Group

- k) LEA's shall use funds appropriate to the legal requirements of their operations and code such funds in the fund dimension. For example, if fund 50 is not used because it is unnecessary to maintain a Municipal Retirement/Social Security Fund, Code 50 cannot be used to designate the Site and Construction Fund since 60 has already been (for the purpose of this dimension) assigned as the standard code for the Site and Construction Fund.

(Source: Amended at 14 Ill. Reg. 20608, effective Dec. 14, 1999)

Section 110.25 Transfer of Interest to Other Funds

INTEREST EARNED FROM THE VARIOUS FUNDS MAY BE TRANSFERRED TO OTHER FUNDS WHICH ARE DETERMINED TO BE IN NEED OF THE INTEREST INCOME UNLESS OTHERWISE RESTRICTED BY BOARD RESOLUTION. However, pursuant to Section 10-22.44 of The School Code (Ill. Rev. Stat.

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1987 1989, ch. 122, par. 10-22.44), INTEREST EARNED ON FUNDS FOR THE PURPOSES OF ILLINOIS MUNICIPAL RETIREMENT UNDER THE PENSION CODE; TORT IMMUNITY UNDER THE LOCAL GOVERNMENTAL AND GOVERNMENTAL EMPLOYEES TORT IMMUNITY ACT; FIRE PREVENTION AND SAFETY; ENVIRONMENTAL AND ENERGY; AND CAPITAL IMPROVEMENTS MAY NOT BE TRANSFERRED. Interest earned on the Working Cash Fund may only be transferred to the Educational Fund, Transportation Fund, or the Operations, Building, and Maintenance Fund.

(Source: Amended at 14 Ill. Reg. 20608, effective Dec. 14, 1999)

Section 110.90 State Reporting Requirements

All school districts, cooperatives/joint agreements, educational service centers, and vocational education regional delivery systems are required to use the program accounting system pursuant to Sections 17-1 and 34-43.1 of The School Code (Ill. Rev. Stat. 1987 1989, ch. 122, pars. 17-1 and 34-43.1). Budget forms and annual financial report forms provided by the State Board of Education are both to be completed annually by all school districts, cooperatives/joint agreements, educational service centers, and vocational education regional systems. These forms are in the required program accounting format, using information in Tables A through D. These forms reflect the minimum state reporting requirements (for expenditures: one digit for fund, four digits for function and one digit for object). The forms are set up in such a manner as to indicate where transactions occur.

(Source: Amended at 14 Ill. Reg. 20608, effective Dec. 14, 1999)

Section 110.110 Audit Requirements

a) School Districts not subject to Article 34

- 1) a) Section 3-15.1 of The School Code requires that each school district and the administrator of a joint agreement SHALL CAUSE AN ANNUAL FINANCIAL STATEMENT TO BE SUBMITTED ON FORMS PRESCRIBED BY THE STATE BOARD OF EDUCATION EXHIBITING THE FINANCIAL CONDITION OF THE PROGRAM ESTABLISHED BY THE SCHOOL DISTRICT OR PURSUANT TO THE JOINT AGREEMENT, FOR THE FISCAL YEAR ENDING ON THE IMMEDIATELY PRECEDING JUNE 30. Each educational service center shall also submit an annual financial statement meeting the requirements of Section 3-15.1 of The School Code and exhibiting the financial condition of the center for the

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fiscal year ending on the immediately preceding August 31.

- 2) b) The original and one copy of the annual financial report from school districts or governing boards that administer joint agreements shall be submitted to the Superintendent of the Educational Service Region on or before October 15, who shall send the original to the State Board of Education on or before November 15 annually. (A joint agreement is an agreement between or among two or more school districts to provide educational services jointly that such districts are authorized to provide individually.) Educational Service Centers shall send the original and one copy of the annual financial report to the State Board of Education by December 15 annually.
- 3) e) The report shall be prepared by an independent Certified Public Accountant, whose opinion and notes are to be inserted therein.
- 4) d) An auditor shall not be considered to be independent if the auditor or any member of the auditor's immediate family is a township or school treasurer or employee thereof, a member or employee of the board of education, or of the regional superintendent, or of the governing board that is responsible for the administration of the LEA that is being audited. (This includes LEA employees who serve in a nonadministrative capacity such as bookkeepers, treasurers, and custodians of funds.)
- 5) e) The auditor must state that the audit was performed in accordance with generally accepted governmental auditing standards. Generally accepted governmental auditing standards means the Government Auditing Standards: Standards for Audit of Governmental Organizations, Programs, Activities and Functions (1988 Revision) published by the Comptroller General of the United States. No later amendments to these standards are incorporated by this rule. If a qualified opinion is rendered, reasons for the qualifications are to be attached and explained in detail.

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- 6) ~~6~~ The Annual Financial Report form provided by the State Board of Education is designed to be used by both cash and modified accrual basis LEA's. Certain accounts provided for in the form are to be used only for modified accrual basis reporting systems. These accounts are clearly identified in order to avoid confusion. It is, however, necessary to indicate on the form the basis of accounting being used.
- 7) ~~7~~ If a line is not provided on the above report to accommodate special data, do not insert the data or add a line. The data processing system used to process these forms is not programmed to accept such additions. Use "Other" accounts provided and attach supporting schedules which fully explain items reported under "Other." Reports with lines added are unacceptable.
- 8) ~~8~~ If an LEA fails to file an annual financial report with the Superintendent of the Educational Service Region on or before October 15, or within the time extended, the Superintendent of the Educational Service Region has the responsibility of causing such an audit to be made and billing the LEA for the audit (~~Ill-Rev-Stat-1987-ch-122-par-3-7~~ Section 3-7 of The School Code).
- 9) ~~9~~ Failure of the State Board of Education to detect any deficiency in the report, or to call a deficiency to the attention of the LEA shall not in any way relieve the LEA and the independent auditor of their responsibility for such deficiency under Sections 3-7 and 3-15.1 of The School Code and this part.
- 10) ~~10~~ Failure to file an annual financial report could result in a loss of state monies to a LEA. The Superintendent of the Educational Service Region is authorized to restrict or deny state funds to LEA's failing to comply with the submission of reports on or before the appointed date (~~Ill-Rev-Stat-1987-ch-122-par-2-3-24~~ Section 2-3.24 of The School Code).
- 11) ~~11~~ The auditor must sign the opinion letter. The LEA chief administrator, and in Cook County the

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- township treasurer, must sign the annual financial report.
- b) ~~1~~ School Districts Subject to Article 34
- 1) ~~1~~ Each board of education subject to the provisions of Article 34 of The School Code SHALL FILE WITH THE STATE BOARD OF EDUCATION THE ANNUAL FINANCIAL REPORT AND ITS AUDIT, AS REQUIRED BY THE RULES OF THE STATE BOARD OF EDUCATION. SUCH REPORTS SHALL BE FILED NO LATER THAN FEBRUARY 15 FOLLOWING THE END OF THE SCHOOL YEAR OF THE BOARD OF EDUCATION (Section 34-43.1 of The School Code).
- 2) ~~2~~ The audit report shall be prepared by an independent Certified Public Accountant, whose opinion and notes are to be inserted therein.
- 3) ~~3~~ An auditor shall not be considered to be independent if the auditor or any member of the auditor's immediate family, as defined by Section 24-6 of The School Code, is a township or school treasurer or employee thereof, the city treasurer (ex officio treasurer of the board of education) or an employee thereof, a member or employee of a school finance authority created to exercise financial control over the board, a member or employee of the board or of the regional superintendent.
- 4) ~~4~~ The auditor shall state that the audit was performed in accordance with generally accepted governmental auditing standards. Generally accepted governmental auditing standards means the Government Auditing Standards: Standards for Audit of Governmental Organizations, Programs, Activities and Functions (1988 Revision) published by the Comptroller General of the United States. No later amendments to these standards are incorporated by this rule. If a qualified opinion is rendered, reasons for the qualifications are to be attached and explained in detail.
- 5) ~~5~~ The Annual Financial Report form provided by the State Board of Education is designed to be used by both cash and modified accrual basis LEA's. Certain accounts provided for in the form are to be used only for modified accrual basis reporting

systems. These accounts are clearly identified in order to avoid confusion. It is, however, necessary to indicate on the form the basis of accounting being used.

6) If a line is not provided on the above report to accommodate special data, do not insert the data or add a line. The data processing system used to process these forms is not programmed to accept such additions. Use "Other" accounts provided and attach supporting schedules which fully explain items reported under "Other." Reports with lines added are unacceptable.

7) The auditor shall sign the opinion letter. A school district administrator shall sign the Annual Financial Report.

8) As part of the required Annual Financial Report, the board of education shall provide a detailed accounting of the central level, district (subdistrict), department, and bureau costs and personnel included within expenditure functions:

- A) 2210 Improvement of Instruction Services
- B) 2310 Board of Education Services
- C) 2330 Special Area Administrative Services
- D) 2490 Other Support Services - School Administration
- E) 2500 Support Services - Business
- F) 2600 Support Services - Central

9) The reporting of these functions shall be as follows:

A) Part I - Expenditures by Functions. This part of the report shall summarize expenditures for these functions from the Educational and the Operations and Maintenance Funds.

B) Part II - Expenditures by Location. This part of the report shall summarize expenditures for the functions shown in Part I by location (central level, subdistrict, department, citywide, and attendance centers).

C) Part III - Personnel. This part of the report shall include Administrative, Technical/Support, and Clerical Staff by function and by location. The number of positions and salary amounts shall be reported for each of these categories.

D) Special forms shall not be required. Reports, either typewritten or on a computer printout, shall be in the format outlined in subsections (9)(A) through (9)(C).

(Source: Amended at 14 Ill. Reg. 20608, effective Dec 14, 1990)

110. TABLE A EXPLANATION OF FUNDS

"Code" "Descriptor"

10 "Educational Fund" (See Ill-Rev-Stat-1987--ehr-1227-part-17-2 Section 17-2 of The School Code) The greatest variety and the largest volume of transactions shall be recorded here because the Educational Fund covers transactions that are not specifically covered in another fund. Certain expenditures that must be charged to this fund include the direct costs of instructional, health and attendance services, lunch programs, all costs of administration (even those for buildings and grounds), and related insurance costs. Certain revenues that must be credited to this fund include educational tax levies, tuition and textbook rentals.

The salaries of janitors, engineers, and other custodial employees, and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment shall be charged to this fund. The school board may provide, by resolution, to charge to the Operations, Building and Maintenance Fund all salaries of janitors, engineers, or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or any one or more of these items.

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(See Ill-Rev-Stat--1987--ch--122--par--17-2 Section 17-7 of The School Code.)

20 "Operations--Building and Maintenance Fund" (See Ill-Rev-Stat--1987--ch--122--par--17-2, 17-7 of The School Code) All costs of maintaining, improving, or repairing school buildings and property, renting buildings and property for school purposes, or for the payment of premiums for insurance on school buildings shall be charged to the Operations--Building and Maintenance Fund.

30 "Bond and Interest Fund" (See Ill-Rev-Stat--1987--ch--122--par--19-2 et seq. of The School Code) Bonds are generally issued to finance the construction of buildings and may be issued for other purposes. Taxes are levied to provide cash to retire these bonds and to pay the interest on them. To protect the bondholders, these tax collections must be accounted for in the Bond and Interest Fund. LEA's must maintain a separate bond and interest fund for each bond issue.

40 "Transportation Fund" (See Ill-Rev-Stat--1987--ch--122--par--17-2, 17-8 of The School Code) If an LEA pays for transporting pupils for any purpose, the Transportation Fund must be created. Costs of transportation, including the purchase of vehicles and insurance on buses, are to be paid from this fund. Moneys received for transportation purposes from any source must be deposited into this fund, except for the portion of state reimbursement applicable to other funds (e.g., utility costs from the Operations--Building and Maintenance Fund) as provided in Sec. 29-5 of The School Code (Ill-Rev-Stat--1987--ch--122--par--29-5).

50 "Municipal Retirement/Social Security Fund" (See Ill. Rev. Stat. 1987, ch. 108 1/2, pars. 7-171, 21-110, 21-110.1) A separate tax is levied for the purpose of providing resources for the LEA's share of retirement benefits for covered employees. A separate tax is levied for the purpose of providing resources for the LEA's share of social security and Medicare/Medicaid only payments for covered employees. If these two taxes are not levied, the payments shall be charged to the fund where the salaries are charged.

60 "Site and Construction Fund" All of the proceeds of each construction bond issue shall be placed in a Site and Construction Fund to separate these special moneys from

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operating moneys. The special moneys may be spent for the purposes specified in the bond indenture and on the ballot.

Expenditures which would ordinarily be charged to the Education Fund, but which may be charged to the Site and Construction Fund (unless paid before the Site and Construction Fund is created), include election expenses, fidelity insurance, architect's fees, legal fees for title search on sites, fees for the legal opinion on the bonds, and other such administrative costs directly related to the construction project.

Expenditures which would ordinarily be charged to the Operations--Building and Maintenance Fund, but which may be charged to the Site and Construction Fund (unless paid before the Site and Construction Fund is created), include the actual construction costs, builder's risk insurance, purchase of land and other site costs, landscaping, parking lots, sidewalks, utility connections, etc., and other items directly related to the construction project.

70 "Working Cash Fund" (See Ill-Rev-Stat--1987--ch--122--par--20-1 et seq. of The School Code) If a separate tax is levied for working cash purposes or if bonds are sold for this purpose, this fund shall be created. Cash available in this fund may be loaned to the Educational Fund; the Operations--Building and Maintenance Fund; or the Transportation Fund in order that the use of tax anticipation warrants in these funds will be reduced or eliminated.

80 "Rent Fund" (See Ill-Rev-Stat--1987--ch--122--par--35-23 Section 35-23 of The School Code) When a tax is levied to provide revenue for paying rent to the State of Illinois Capital Development Board for a state-owned school building, the receipt of taxes shall be recorded in the Rent Fund. The payment of the rent shall be an expenditure of this fund.

90 "Capital Improvements Fund" (See Ill-Rev-Stat--1987--ch--122--par--17-2, 17-3 Section 17-2.3 of The School Code) A Capital Improvements Fund shall be created when a tax is levied in accordance with Section 17-2 of The School Code (Ill-Rev-Stat--1987--ch--122--par--17-2). The moneys received from such levy shall be accumulated until spent for the capital improvements described in the resolution and on the ballot.

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98 "General Fixed Assets Account Group" Records of physical assets which have a long-term (i.e., more than one year) period of usefulness to an LEA are maintained in a group of accounts separate from the fund which provided the cash for the purchase of those assets. Acquisitions of general fixed assets shall be recorded here at least at the end of the fiscal year by entering the items purchased during the year and charged in the Educational; Operations; Building and Maintenance; Transportation; Site and Construction; and Capital Improvements Funds.

99 "General Long-Term Debt Account Group" Records of a school district's total bonded debt are maintained in a group of accounts separate from the Bond and Interest Fund. When bonds are sold and the resolution including future tax levies is filed with the county clerk, this event shall be entered in the General Long-Term Debt Account Group. Other types of general long-term debt are also recorded here.

Combining Funds - In accordance with generally accepted governmental accounting standards, certain funds are combined for reporting purposes on the Annual Financial Report. The combinations used for the preparation of the "combined" and "combining" statements on the Annual Financial Report are as follows:

General: Educational and Operations; Building and Maintenance Funds

Special Revenue: Transportation and Municipal Retirement/Social Security Fund

Debt Service: Bond and Interest and Rent Funds

Capital Projects: Site and Construction and Capital Improvements Funds

Fiduciary: Working Cash and Agency Funds (includes Activity Funds)

Account Groups: General Fixed Assets and General Long-Term Debt

(Source: Amended at 14 Ill. Reg. 20608, effective Dec. 14, 1950)

110. TABLE B DEFINITIONS OF BALANCE SHEET ACCOUNTS

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"Assets and Other Debits"

Assets and Other Debits include what is owned and other items not owned as of the date of the balance sheet but expected to become fully owned at some future date as well as other budgeting and offsetting accounts which normally have debit balances.

"Code"

"Descriptor"

100

"Current Assets" Current Assets are cash or anything that can be readily converted into cash.

101

"Cash" Currency, coin, checks, postal and express money orders, and bankers' drafts on hand, or on deposit, with an official or agent designated as custodian of cash and bank deposits.

102

"Petty Cash" A sum of money set aside for the purpose of making change or immediate payments of comparatively small amounts, such as freight bills. No entries appear in this account except to open and close it, unless it is increased or decreased.

Paid invoices shall be held to substantiate expenditures from this fund. At the end of each month and periodically throughout the month, if necessary, the fund should be replenished to its original amount and charges made to the appropriate expenditure accounts for the amount replenished. At the end of the year, petty cash funds may be closed and included in Account 101; however, this is not required.

103

"Cash Change Funds" A sum of money set aside for the purpose of providing cash register change.

104

"Cash with Fiscal Agent" Deposits with fiscal agents, such as commercial banks, for the payment of matured bonds and interest.

105

"Imprest Fund" This fund is maintained in a bank and is established to provide for

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emergency disbursements for which the district wishes to issue a check, but because of the timing cannot pay through the regular disbursement procedure. The same procedure shall be followed for replenishing the account as that used for Petty Cash. The balance of the account may be returned to the district treasurer on or before June 30 of each year, but this is not required.

110 "Taxes Receivable" The uncollected portion of taxes which a school system or governmental unit has levied, including any interest or penalties which may be accrued. Separate accounts may be maintained on the basis of tax roll year and/or current and delinquent taxes.

111 "Estimated Uncollectible Taxes (Credit)" A provision for that portion of taxes receivable which it is estimated will not be collected. The account is shown on the balance sheet as a deduction from the 110 Taxes Receivable account in order to arrive at the net amount of taxes receivable. Separate accounts may be maintained on the basis of tax roll year and/or delinquent taxes.

112 "Tax Liens Receivable" Legal claims against property which have been exercised because of non-payment of delinquent taxes, interest, and penalties. The account includes delinquent taxes, interest, and penalties receivable up to the date the lien becomes effective plus the cost of holding the sale.

113 "Estimated Uncollectible Tax Liens (Credit)" A provision for that portion of tax liens receivable which it is estimated will not be collected. The account is shown on the balance sheet as a deduction from the 112 Tax Liens Receivable amount in order to arrive at the net amount of tax liens receivable.

120 "Accounts Receivable" Amounts owing on an open account from private persons, firms, or corporations for goods and services furnished

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by a LEA (but not including amounts due from other funds or from other governmental units). Although taxes receivable are covered by this term, they shall be recorded and reported separately in the Taxes Receivable account.

121 "Bond Proceeds Receivable" Amounts receivable from the sale of bonds.

122 "Loans Receivable" Amounts which have been loaned to persons or organizations, where permitted by statutory authority.

131 "Due From Educational Fund" Amounts owed by the Educational Fund to another Fund in the same LEA for goods sold or services rendered, and excluding Interfund Loans.

132 "Due from Operations--Building and Maintenance Fund" Amounts owed by the Operations--Building and Maintenance Fund to another Fund in the same LEA for goods sold or services rendered and excluding Interfund Loans.

133 "Due from Transportation Fund" Amounts owed by the Transportation Fund to another Fund in the same LEA for goods sold or services rendered and excluding Interfund Loans.

134 "Due from Site and Construction Fund" Amounts owed by the Site and Construction Fund to another Fund in the same LEA for goods sold or services rendered and excluding Interfund Loans.

135 "Due from Capital Improvements Fund" Amounts owed by the Capital Improvements Fund to another Fund in the same LEA for goods sold or services rendered and excluding Interfund Loans.

140 "Due From Other Governmental Units" Amounts due to the reporting governmental unit from other governmental units. These amounts represent grants-in-aid, shared taxes, taxes collected for the reporting unit by another

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unit, loans, and charges for services rendered by the reporting unit for another government. It is recommended that separate accounts be maintained for each receivable.

141 "Estimated Uncollectible Claim From Other Governmental Unit (Credit)" A provision for that portion of money due from other governmental units which it is estimated will not be collected. This account is shown on the balance sheet as a deduction from the 140 account (Due From Other Governmental Units) in order to arrive at the net amount if due from other governmental unit.

151 "Loan to Educational Fund" An asset account used to record a loan by the Operations⁷ Building⁷ and Maintenance Fund; Transportation Fund; or Working Cash Fund to the Educational Fund.

152 "Loan to Operations⁷-Building⁷ and Maintenance Fund" An asset account used to record a loan by the Educational Fund; Transportation Fund; or Working Cash Fund; to the Operations⁷-Building⁷ and Maintenance Fund.

153 "Loan to Transportation Fund" An asset account used to record a loan by the Educational Fund; Operations⁷-Building⁷ and Maintenance Fund or Working Cash Fund to the Transportation Fund.

162 "Interest Receivable on Investments" Amounts of interest receivable on investments.

163 "Accrued Interest on Investments Purchased" Interest accrued on investments between the last interest payment date and date of purchase. The account shall be carried as an asset until the first interest payment date after the date of purchase. At that time an entry shall be made debiting Account 101 - Cash, and crediting Account 163 - Accrued Interest on Investments Purchased for the amount of interest purchased.

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170 "Inventory" The cost of supplies and equipment on hand not yet distributed to requisitioning units.

171 "Inventories for Resale" The value of goods held by an LEA for resale rather than for use in its own operations. The cost of all materials and other expense incurred in the building of vocational projects for sale shall be debited here and reflected as an asset in the Educational Fund. When the project is sold, this account shall be credited for an amount equal to the cost. Any profit or loss on the project shall be charged to the proper revenue or expense account.

180 "Investments" Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The account does not include fixed assets used in LEA operations. Separate accounts for each category of investments may be maintained.

181 "Unamortized Premiums on Investments" The excess of the amount paid for securities over the face value which has not yet been amortized. Use of this account is normally restricted to long-term investments.

182 "Unamortized Discounts on Investments (Credit)" The excess of the face value of securities over the amount paid for them which has not yet been written off. Use of this account is normally restricted to long-term investments.

191 "Deposits" Funds deposited by the LEA as a prerequisite to receiving services and/or goods. Deposits differ from prepaid expenses in that deposits are partial payments made prior to receiving services and/or goods, while prepaid expenses are commonly total payment made within one fiscal year for

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services to be received in one or more fiscal years.

192 "Prepaid Expenses" Expenses entered in the accounts for benefits not yet received. Prepaid expenses differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations. Examples of prepaid expenses are prepaid rent, prepaid interest, and unexpired insurance premiums. An example of a deferred charge is unamortized discounts on bonds sold.

193 "Unamortized Discounts on Bonds Sold" That portion of the excess of the face value of bonds over the amount received from their sale which remains to be written off periodically over the life of the bonds.

194 "Other Accrued Revenue" Accrued revenue that is not provided for elsewhere.

199 "Other Current Assets" Current assets not provided for elsewhere.

200 "General Fixed Assets" General Fixed Assets are those assets which the LEA intends to hold or continue in use over a long period (i.e., more than one year) of time.

201 "Land" A fixed asset account which reflects the acquisition value of land owned by a LEA. If land is purchased, this account shall include the purchase price and costs such as legal fees, filling and excavation costs, and other associated improvement costs which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account shall reflect its appraised value at time of acquisition.

202 "Buildings" A fixed asset account which shall reflect the acquisition value of permanent structures or major improvements to existing permanent structures used to house persons and property owned by the LEA. If

buildings are purchased or constructed, this account shall include the purchase or contract price of all permanent buildings and fixtures attached to and forming a permanent part of such buildings. If buildings are acquired by gift, the account shall reflect their appraised value at time of acquisition.

203 "Improvements Other Than Buildings" A fixed asset account which shall reflect the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, and bridges. If the improvements are purchased or constructed, this account shall contain the purchase or contract price. If improvements are obtained by gift, it shall reflect the appraised value at time of acquisition.

204 "Equipment Other Than Transportation" Tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, which is useful in carrying on operations. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

205 "Construction in Progress" The cost of construction work undertaken but not yet completed.

206 "Transportation Equipment" Tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, which is used for transporting pupils.

300

"Budgeting Accounts and Other Debits" Budgeting Accounts and Other Debits shall include budgeted amounts and their status as related to expenditures and encumbrances as well as items which are offsetting accounts and which normally have debit balances.

301

"Estimated Revenues" The amount of revenues estimated to be received or to become

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receivable during the fiscal period. At the end of the fiscal period, the account shall be closed out and will not appear in a balance sheet prepared at the close of the fiscal period.

302 "Revenue (Credit)" The increase in ownership equity during a designated period of time. The account shall appear only in a balance sheet prepared during the fiscal period. At the end of the fiscal period, the account shall be closed out and will not appear in a balance sheet prepared at the close of the fiscal period. This is the control account for the revenues.

303 "Bonds Authorized - Unissued" Bonds which the LEA can issue without further proceedings other than to direct their sale. The account shall be included among the resources of a specific fund offset by a credit to Appropriations. When the bonds are sold, the account shall be credited and cash debited. An alternative approach is not to show the Bonds Authorized - Unissued account in the balance sheet but merely to call attention to the amount of bonds that have been authorized and not issued in a footnote to the appropriate balance sheet. In this case, the journal entry at the time bonds are sold would be a debit to cash for the proceeds and a credit to the revenue account, Sales of Bonds.

304 "Amount Available in Debt Service Funds" An account in the General Long-Term Debt Account Group which designates the amount of assets available in a Debt Service Fund for the retirement of general long-term debt.

305 "Amount to be Provided for Payment of Long-Term Debt" An account in the General Long-Term Debt Account Group which represents the amount to be provided from taxes or other general revenue to retire outstanding general long-term debt.

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Liabilities, Reserves, and Fund Balance

Liabilities, Reserves, and Fund Balance are LEA Debts plus items which are not debts but which may become debts at some future time as well as other budgeting and offsetting accounts which normally have credit balances and show up only on trial balance sheets.

400 "Current Liabilities" Current liabilities are those debts the LEA expects to pay within a short period of time, usually within a year or less.

401 "Vouchers Payable" Liabilities for goods and services received as evidenced by vouchers which have been pre-audited and approved for payment but which have not been paid.

402 "Accounts Payable" Liabilities on open account owing to private persons, firms, or corporations for goods and services received by an LEA (but not including amounts due to other funds of the same LEA or to other governmental units).

403 "Judgments Payable" Amounts due to be paid by an LEA as the result of court decisions, including condemnation awards in payment for private property taken for public use.

404 "Contracts Payable" Amounts due on contracts for assets, goods, and services received by an LEA other than construction.

405 "Construction Contracts Payable" Amounts due by an LEA on contracts for construction of building structures, and other improvements.

406 "Corporate Personal Property Replacement Tax Anticipation Notes Payable" Amounts due by an LEA for corporate personal property tax anticipation notes issued according to Chapter 85, paragraph 824-1-of-the-111th-Revised-Statutes Section 4.1 of "AN ACT to authorize units of local government of the State of Illinois to issue full faith and credit tax anticipation notes" (Ill. Rev. Stat. 1987 1989, ch. 85, par. 824.1).

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- 407 "Anticipation Warrants Payable" Amounts due by an LEA for tax anticipation warrants issued as described in Section 17-16 of The School Code (~~111-Rev.-Stat.-1987-ch.-122-par-17-16~~).
- 408 "Anticipation Notes Payable" Amounts due by an LEA for tax anticipation notes issued as described in ~~Chapter-857-paragraph-824-i-of-the-111th-Revised-Statutes~~ Section 4.1 of "AN ACT to authorize units of government of the State of Illinois to issue full faith and credit tax anticipation notes" (111. Rev. Stat. 1987 1989, ch. 85, par. 822).
- 409 "Teachers' Orders Payable" Amounts due by an LEA for teachers' orders issued as described in Sections 8-16 and 10-18 of The School Code (~~111-Rev.-Stat.-1987-ch.-122-par-8-16-and-10-18~~).
- 410 "State Aid Anticipation Certificates Payable" Amounts due by an LEA for State Aid Anticipation Certificates issued according to Section 18-18 of The School Code.
- 411 "Due to Educational Fund" Amounts owed to the Educational Fund by another Fund in the same LEA for goods sold or services rendered, excluding Interfund Loans.
- 412 "Due to Operations-Building and Maintenance Fund" Amounts owed to the Operations-Building and Maintenance Fund by another Fund in the same LEA for goods sold or services rendered, excluding Interfund Loans.
- 413 "Due to Transportation Fund" Amounts owed to the Transportation Fund by another fund in the same LEA for goods sold or services rendered, excluding Interfund Loans.
- 414 "Due to Site and Construction Fund" Amounts owed to the Site and Construction Fund by another Fund in the same LEA for goods sold or services rendered, excluding Interfund Loans.

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- 415 "Due to Capital Improvements Fund" Amounts owed to the Capital Improvement Fund by another Fund in the same LEA for goods sold or services rendered, excluding Interfund Loans.
- 420 "Due to Other Governmental Units" Amounts owed by the reporting LEA to the named governmental unit. It is recommended that separate accounts be maintained for each interagency account payable.
- 431 "Loan from Educational Fund" A liability account used to record a loan from the Educational Fund to the Operations-Building and Maintenance Fund or Transportation Fund.
- 432 "Loan from Operations-Building and Maintenance Fund" A liability account used to record a loan from the Operations-Building and Maintenance Fund to the Educational Fund or Transportation Fund.
- 433 "Loan from Transportation Fund" A liability account used to record a loan from the Transportation Fund to the Educational Fund or the Operations-Building and Maintenance Fund.
- 434 "Loan from Working Cash Fund" A liability account used to record a loan from the Working Cash Fund to the Educational Fund; Operations-Building and Maintenance Fund; or Transportation Fund.
- 441 "Matured Bonds Payable" Bonds which have reached or passed their maturity date but which remain unpaid.
- 442 "Matured Interest Payable" Interest on bonds which have reached the maturity date but which remain unpaid.
- 451 "Teachers' Pension Payable" Teachers' pension deductions withheld from salaries of employees who participate in the Illinois Teachers' Retirement System.

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- 452 "Federal Withholding Tax Payable" Federal income taxes withheld from employees' salaries.
- 453 "State Withholding Tax Payable" State income taxes withheld from employees' salaries.
- 454 "Municipal Retirement Payable" Municipal retirement deductions withheld from salaries of employees who participate in the Illinois Municipal Retirement System.
- 455 "Annuities Payable" Annuity deductions withheld from employees' salaries.
- 456 "Employee Insurance Payable" Insurance deductions withheld from employees' salaries.
- 457 "Federal Insurance Contribution Act Payable" FICA (Social Security) deductions withheld from employees' salaries.
- 458 "Medicare Only Payable" Medicare only deductions withheld from employees' salaries.
- 459 "Other Payroll Deductions Payable" Other deductions withheld from employees' salaries.
- 461 "Accrued Expenses" Expenses incurred during the current accounting period but which are not payable until a subsequent accounting period. Examples of accrued expenses are accrued salaries, accrued tuition expense, accrued interest, and accrued rent.
- 471 "Deposits" Liability for deposits received as a prerequisite to providing or receiving services and/or goods.
- 472 "Due to Fiscal Agent" Amounts due to fiscal agents, such as commercial banks, for servicing an LEA's maturing indebtedness.
- 473 "Unamortized Premiums on Bonds Sold" An account which represents that portion of the excess of bond proceeds over par value and

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- 474 which remains to be amortized over the remaining life of such bonds.
- 474 "Deferred Revenues" Liability accounts that represent assets receivable or collected before they are recognized as revenue.
- 480 "Due to Activity Fund Organizations" A liability account that represents assets held by an LEA as an agent for activity fund organizations (An Agency Fiduciary Fund).
- 499 "Other Current Liabilities" Other current liabilities not provided for elsewhere.
- 500 "Long-Term Liabilities" Long-Term Liabilities are debts which a school district plans to hold for a long period (i.e., more than one year) of time.
- 501 "Bonds Payable" The face value of bonds issued and outstanding.
- 599 "Other Long-Term Liabilities" Other long-term liabilities not provided for elsewhere.
- 600 "Budgeting Accounts and Other Credits" These categories represent accounts which reflect budgeted amounts and their status as related to expenditures and encumbrances as well as offsetting accounts which normally have credit balances.
- 601 "Appropriations" This account records authorizations granted by the legislative body to make expenditures and to incur obligations for specific purposes. This account appears in a balance sheet prepared during the fiscal period. At the end of the fiscal period, the Appropriations account is closed out and does not appear in the balance sheet prepared at the close of the fiscal period.
- 602 "Expenditures (Debit)" This account appears in balance sheets prepared during the fiscal period and designates the total of expenditures charged against appropriations

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during such period. The account is shown in each balance sheet as a deduction from the Appropriations account to arrive at the expected balance of total appropriations. This is the control account for expenditures.

603

"Encumbrances (Debit)" This account designates obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. In an interim balance sheet, encumbrances are deducted along with the expenditures from the Appropriations account to arrive at the unencumbered balance of appropriations.

700

"Reserves and Fund Balance" These are accounts which show the excess of the assets of a fund over its liabilities and those that have a portion of the balance reserved for future use.

701

"Reserve for Encumbrances" A reserve representing the segregation of a portion of a fund balance to provide for unliquidated encumbrances. Separate accounts may be maintained for current and prior year encumbrances.

702

"Reserve for Inventory" A reserve which represents the segregation of a portion of a fund balance to indicate that assets equal to the amount of the reserve are tied up in inventories of supplies and inventories on hand and not issued to requesting units.

703

"Fund Balance-Reserved or Restricted" A reserve which represents the segregation of a portion of a fund balance to indicate that assets equal to the amount of the reserve are tied up for the named special purpose. Separate accounts may be maintained for each reserved or restricted balance.

704

"Fund Balance" The excess of the assets of a fund over its liabilities and reserves, except in the case of funds subject to

budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and appropriations for the period.

705

"Investment in General Fixed Assets" An account in the General Fixed Assets Account Group which represents the LEA equity in general fixed assets.

(Source: Amended at 14 Ill. Reg. 20608 effective Dec. 14, 1990)

110. TABLE C DEFINITIONS OF REVENUE CLASSIFICATIONS

"Code"

"Descriptor"

1000

Revenue From Local Sources

1100

Ad Valorem Taxes levied by school system.

1110

"General Levies" Taxes received from the general levy for each fund authorized as follows:

"Educational Fund" - Sections 17-2 and 17-3 of The School Code (Ill.-Rev.-Stat.-1987-eh-1227-pars-17-2-and-17-3).

"Operations-Building and Maintenance Fund" - Sections 17-2 and 17-5 of The School Code (Ill.-Rev.-Stat.-1987-eh-1227-pars-17-2-and-17-5).

"Bond and Interest Fund" - Sections 17-2.11a, 17-12, 19-7, 19-22, and 19-30 of The School Code (Ill.-Rev.-Stat.-1987-eh-1227-pars-17-2-11a-7-12-19-7-19-22-and-19-30).

"Transportation Fund" - Sections 17-2 and 17-4 of The School Code (Ill.-Rev.-Stat.-1987-eh-1227-pars-17-2-and-17-4).

"Municipal Retirement/Social Security Fund" - Section 22-403 of the Illinois Pension Code for Municipal Retirement purposes only (Ill.-Rev.-Stat.-1987-eh-100-1/27-par-22-403).

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- 1110 "Working Cash Fund" - Section 20-3 of The School Code {111-Rev-Stat-1987-eh-122, par-20-3}.
- 1111 "Rent Fund" - Sections 35-23 and 35-24 of The School Code {111-Rev-Stat-1987-eh-122, par-35-23-and-95-24}.
- 1112 "Capital Improvements Fund" - Section 17-2 of The School Code {111-Rev-Stat-1987-eh-122, par-17-2}.
- 1113 "Current Year Levy"
- 1114 "First Prior Year Levy"
- 1115 "Other Prior Years' Levies"
- 1116 "Tort Immunity Levy" Taxes received from the levy for tort immunity purposes as authorized by the Illinois Revised Statutes, 1987, Chapter 95, Article 97, paragraph 107 Section 9-107 of the Local Governmental and Governmental Torts Immunity Act (Ill. Rev. Stat. 1987 1989, ch. 85, par. 9-107).
- 1117 "Current Year Levy"
- 1118 "First Prior Year Levy"
- 1119 "Other Prior Years' Levies"
- 1120 "Fire Prevention, Safety, Environmental and Energy Conservation Levy" Taxes received from the levy for fire prevention and safety purposes as authorized in Section 17-2.11 of The School Code {111-Rev-Stat-1987-eh-122, par-17-2-11}.
- 1121 "Current Year Levy"
- 1122 "First Prior Year Levy"
- 1123 "Other Prior Years' Levies"
- 1124 "Fire Prevention, Safety, Environmental and Energy Conservation Levy" Taxes received from the levy for fire prevention and safety purposes as authorized in Section 17-2.11 of The School Code {111-Rev-Stat-1987-eh-122, par-17-2-11}.
- 1125 "Current Year Levy"
- 1126 "First Prior Year Levy"
- 1127 "Other Prior Years' Levies"
- 1128 "Special Education Levy" Taxes received from the levy for special education as authorized

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- 1129 in Section 17-2.2a of The School Code {111-Rev-Stat-1987-eh-122, par-17-2-2a}.
- 1130 "Current Year Levy"
- 1131 "First Prior Year Levy"
- 1132 "Other Prior Years' Levies"
- 1133 "Social Security/Medicare Only Levy" Taxes received from the levy for the employer's share of Social Security taxes and the employer's share of Medicare Only payments. Section 21-110 and 21-110.1 of The Social Security Enabling Act (Ill. Rev. Stat. 1987 1989, ch. 108 1/2, pars. 21-110 and 21-110.1).
- 1134 "Current Year Levy"
- 1135 "First Prior Year Levy"
- 1136 "Other Prior Years' Levies"
- 1137 "Area Vocational Construction Levy" Taxes received from the levy for area vocational construction purposes as authorized in Section 17-2.4 of The School Code {111-Rev-Stat-1987-eh-122, par-17-2-4}.
- 1138 "Current Year Levy"
- 1139 "First Prior Year Levy"
- 1140 "Other Prior Years' Levies"
- 1141 "Summer School Levy" Taxes received from the levy for summer school purposes as authorized in Section 17-2 of The School Code {111-Rev-Stat-1987-eh-122, par-17-2}.
- 1142 "Current Year Levy"
- 1143 "First Prior Year Levy"
- 1144 "Other Prior Years' Levies"

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1190 "Other Tax Levies" Taxes received from other tax levies not provided for herein.

1312 "Regular Tuition From Other LEAs"

1191 "Current Year Levy"

1313 "Regular Tuition From Other Sources"

1192 "First Prior Year Levy"

1320 "Summer School Tuition" Amounts received for pupils attending summer school.

1193 "Other Prior Years' Levies"

1321 "Summer School Tuition From Pupils or Parents"

1200 "Payments in Lieu of Taxes"

1210 "Mobile Home Privilege Tax"

1322 "Summer School Tuition From Other LEAs"

1220 "Payments from Local Housing Authority"

1323 "Summer School Tuition From Other Sources"

1230 "Corporate Personal Property Replacement Tax" Amounts received from tax revenues that replace the revenue lost as the result of abolition of ad valorem personal property taxes pursuant to Article IX, Section 5(c) of the 1970 Constitution of the State of Illinois. Revenues must first be applied to the Bond and Interest Fund (for bonds sold before 1-1-79) and the Municipal Retirement Fund to replace the lost tax revenues. Revenues may be deposited into any other funds (any fund other than the Site and Construction Fund), after satisfying the two liens.

1330 "Vocational Educational Tuition" Amounts received for pupils attending vocational education programs.

1331 "Vocational Tuition From Pupils or Parents"

1332 "Vocational Tuition From Other LEAs"

1333 "Vocational Tuition From Other Sources"

1340 "Special Education Tuition" Amounts received for pupils attending special education programs.

1341 "Special Education Tuition From Pupils or Parents"

1342 "Special Education Tuition From Other LEAs"

1343 "Special Education Tuition From Other Sources"

1350 "Adult/Continuing Education Tuition" Amounts received for pupils attending adult/continuing education schools in the LEA.

1351 "Adult Tuition From Pupils or Parents"

1352 "Adult Tuition From Other LEAs"

1353 "Adult Tuition From Other Sources"

1311 "Regular Tuition From Pupils or Parents"

1300

"Tuition" Assessment amounts received from: pupils, their parents, and welfare agencies; other LEAs for education provided in the local education agency; and private sources (Others). (Paying LEAs: See function 4100 categories, object 800 for applicable expenditure account numbers.)

1310

"Regular Day School Tuition" Amounts received for pupils attending the regular day schools in the local education agency as authorized in Section 10-20.12a of The School Code (111-Rev-Stat-1987-chr-122-par-10-20-12a).

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- 1400 "Transportation Fees" Amounts received from pupils, their parents, welfare agencies, private sources, and other LEAs for transporting pupils to and from school and school activities as authorized in Article 29 of The School Code (111-Rev-Stat-1987-ch-122-par-29-1-et-seq-). (Paying LEAs: See function 4100 categories, object 300 category for applicable expenditure account numbers.)
- 1410 "Regular Day School Transportation Fees" Amounts received for transporting pupils to and from regular day school and school activities.
- 1411 "Regular Transportation Fees From Pupils or Parents"
- 1412 "Regular Transportation Fees From Other LEAs"
- 1413 "Regular Transportation Fees From Private Sources"
- 1415 "Regular Transportation Fees From Pupils/Curricular Activities"
- 1420 "Summer School Transportation Fees" Amounts received to transport pupils to and from summer school.
- 1421 "Summer School Transportation Fees From Pupils or Parents"
- 1422 "Summer School Transportation Fees From Other LEAs"
- 1423 "Summer School Transportation Fees From Other Sources"
- 1430 "Vocational Education Transportation Fees" Amounts received to transport pupils to and from Vocational classes.
- 1431 "Vocational Transportation Fees From Pupils or Parents"
- 1432 "Vocational Transportation Fees From Other LEAs"

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- 1433 "Vocational Transportation Fees From Other Sources"
- 1440 "Special Education Transportation Fees" Amounts received to transport pupils to and from Special Education programs.
- 1441 "Special Education Transportation Fees From Pupils or Parents"
- 1442 "Special Education Transportation Fees From Other LEAs"
- 1443 "Special Education Transportation Fees From Other Sources"
- 1450 "Adult/Continuing Education Transportation Fees" Amounts received to transport pupils to and from Adult/Continuing Education programs.
- 1451 "Adult Transportation Fees From Pupils or Parents"
- 1452 "Adult Transportation Fees From Other LEAs"
- 1453 "Adult Transportation Fees From Other Sources"
- 1500 "Earnings on Investments" Revenue from holdings invested for earnings purposes.
- 1510 "Interest on Investments" Interest received on short-term or long-term investments in United States Treasury Bills, notes, bonds; savings accounts; time certificates of deposit; notes; mortgages; or other interest-bearing obligations.
- 1520 "Gain or Loss on Sale of Investments" Gains or losses realized from the sale of bonds. Gains represent the excess of the sales proceeds over cost or other basis as of the date of sale (cost less amortization of premium in the case of long-term bonds purchased at a premium over par value or cost plus amortization of discount on long-term

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bonds purchased at a discount under par value). Gains realized from sale of U.S. Treasury bills represent income and should be credited to account 1510 above.

Losses represent the excess of the cost or other basis at date of sale (as described above) over the sales proceeds.

- 1600
- "Food Services" Amounts received for dispensing food to pupils and adults.
- 1610
- "Sales to Pupils" Amounts received from pupils for sale of food products and services. Better financial control, analysis and reporting for federal and state reimbursements can be obtained by maintaining separate accounts by type of sale. Use of this account is required for federal reimbursement purposes.
- 1611
- "Sales to Pupils - Lunch"
- 1612
- "Sales to Pupils - Breakfast"
- 1613
- "Sales to Pupils - A la Carte"
- 1614
- "Sales to Pupils - Other"
- 1620
- "Sales to Adults" Amounts received from adults for sale of food products and services. Regular meals or food products sold to staff can be segregated from special dinners and affairs for special purposes by maintaining separate accounts.
- 1690
- "Other Food Service Revenue" Amounts received from local sources for other food service activities.
- 1700
- "Pupil Activities" Amounts received from school sponsored activities.
- 1710
- "Admissions" Amounts received from patrons of a school sponsored activity.
- 1711
- "Athletic" Amounts received from school sponsored athletic events.

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- 1719
- "Other" Amounts received from admissions to all other school sponsored events except athletics.
- 1720
- "Fees" Amounts received from pupils for fees (except transportation) such as towel fees, locker fees, and equipment fees.
- 1730
- "Book Store Sales" Amounts received from sales resulting from the operation of a bookstore. Sales may be recorded in separate revenue accounts according to the type of product sold, if desired.
- 1790
- "Other Pupil Activity Revenue" All other revenue from pupil activities not specified above.
- 1800
- "Textbooks" Amounts received from the rental or sale of textbooks.
- 1810
- "Textbook Rentals" Amounts received from the rental of textbooks as authorized in Section 10-22.25 of The School Code {§11-Rev.-Stat.-1987-chr-122-par-19-22-25}.
- 1811
- "Regular Textbook Rentals"
- 1812
- "Summer School Textbook Rentals"
- 1813
- "Adult/Continuing Education Textbook Rentals"
- 1819
- "Other Textbook Rentals"
- 1820
- "Textbook Sales" Amounts received from the sales of textbooks as authorized in Section 28-8 of The School Code {§11-Rev.-Stat.-1987-chr-122-par-28-8}.
- 1821
- "Regular Textbook Sales"
- 1822
- "Summer School Textbook Sales"
- 1823
- "Adult/Continuing Education Textbook Sales"
- 1829
- "Other Textbook Sales"

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1890 "Other Textbook Revenues" Textbook revenues not provided for in the 1800 thru 1829 series of accounts.

1900 "Other Revenue From Local Sources" Other amounts received from local sources which are not classified above.

1910 "Rentals" Amounts received for rental of school property, real or personal.

1920 "Contributions and Donations From Private Sources" Amounts received from a philanthropic foundation, private individuals, or private organizations for which no repayment or special service to the contributor is expected.

1930 "Sale or Compensation for Loss of Fixed Assets" Amounts received from the sale of school property or realized from recoveries for loss of school property.

1931 "Sale of Equipment" Amounts received from the sale of equipment such as school buses, cafeteria equipment, and instructional equipment.

1932 "Sale of Buildings and Grounds" Amounts received from the sale of a building or land or a combination of both. Proceeds may be deposited in any fund after any outstanding bonds are paid as authorized in Section 5-22 of The School Code (331r-Rev-Stat-1987-eh-1227-par-5-22). The sale of a building representing a vocational project for resale is credited in the Education Fund to General Ledger Account 171.

1933 "Compensation for Loss of Assets" Compensation or insurance recoveries for loss of school property not being replaced. If the school property will be replaced within the current fiscal year, it should be credited to the proper expenditure account.

1940 "Services Provided Other LEA" Amounts received from services provided other LEAs

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other than for tuition and transportation services. Services could include data processing, purchasing, maintenance, accounting, cleaning, consulting, guidance, etc. (Paying LEAs: See function 4100 categories, object 300 and object 600 numbers.)

1950 "Refund of Prior Years' Expenditures" Amounts received in refund of an expenditure charged to a prior fiscal year's budget. A refund of an expenditure made in the same fiscal year's budget may be recorded in the appropriate expenditure account as a reduction of the expenditure.

1990 "Other" Amounts received from local sources not provided for elsewhere.

1991 "Payment From Other Districts" Special Education or Vocational Education Buildings.

1992 "Sale of Vocational Projects" Amounts representing gain from the sale of vocational projects.

1993 "Local Fees" Amounts assessed or received from local sources for district programs (example: driver education fees).

1999 "Other" Amounts received from local sources that are not provided for otherwise in the 1000 through 1992 series of accounts.

2000

"Flow-through Revenue from One LEA to Another" LEA Payments one LEA makes to another LEA representing mini-grant projects and flow-through grants-in-aid to be used for specific grant-related purposes. (Paying LEAs: See function 4100 categories, object 700 categories for applicable expenditure account numbers.) LEAs include any school districts; any joint agreements, such as special education centers or area vocational centers; vocational education regional delivery systems; and educational service centers. The Educational Service Region

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(ESR) is not an LEA for the purposes of this definition; any revenue received from the ESR is a direct payment to the LEA.

2100 "Flow-through Revenue from State Sources"
These state revenues can be further subdivided to account for individual grants.

2200 "Flow-through Revenue from Federal Sources"
These federal revenues can be further subdivided to account for individual grants.

3000 Revenue From State Sources

3100 "Unrestricted Grants-In-Aid" Amounts
received as grants by the LEA which can be used without restriction for any legal purpose desired by the LEA.

3110 "General State Aid" Amounts received from the state for the general apportionment (flat grant) and the equalization portions of General State Aid as authorized in Section 18-8 of The School Code (111-Rev-Stat-1987-eh-1227-par-10-0).

3120 "Supplementary State Aid" Amounts received from the state including tax amnesty monies or Supplementary State Aid for new districts (formed by the consolidation of previously existing districts) as authorized in Sections 18-8(A)(5)(m), 18-8.2, and 18-8.3 of The School Code (111-Rev-Stat-1987-eh-1227-par-10-8(A)(5)(m)-18-8-2-and-18-8-3).

3200 "Restricted Grants-In-Aid" Amounts received as grants by the LEA which must be used for a categorical or specific purpose if payments were made on a grant basis.

3210 "Transportation Aid" Amounts received from the state for transportation aid.

3211 "Regular" Amounts received from the state for a portion of the cost of transporting regular students as authorized in Section 29-5 of The School Code (111-Rev-Stat-1987-eh-1227-par-29-5).

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3212 "Special Education" Amounts received from the state for a portion of the cost of transporting Special Education students as authorized in Sections 14-7.02 and 14-13.01 of The School Code (111-Rev-Stat-1987-eh-1227-par-14-7-02-and-14-13-01).

3213 "Vocational Education" Amounts received from the state for a portion of the cost of transporting Vocational Education students as authorized in Section 29-5 of The School Code (111-Rev-Stat-1987-eh-1227-par-29-5).

3220 "Instructional Program Aid" Amounts received from the state for Instructional Program Aid.

3221 "Driver Education" Amounts received from the state representing reimbursement for Driver Education as authorized in Sections 27-24.3 and 27-24.4 of The School Code (111-Rev-Stat-1987-eh-1227-par-27-24-3-and-27-24-4).

3223 "Summer School" Amounts received from the state representing reimbursement for summer school as authorized in Sections 2-3.61 and 18-8 of The School Code (111-Rev-Stat-1987-eh-1227-par-2-3-61-and-18-8).

3224 "Bilingual Education" Amounts received from the state representing reimbursement for Bilingual Education as authorized in Sections 2-3.39, 10-22.38a and Article 14C of The School Code (111-Rev-Stat-1987-eh-1227-par-2-3-39-10-22-38a-and-14C-1-et-seq).

3225 "Vocational Education-State General Revenue Formula" Amounts received from the state representing reimbursement for Vocational Education.

3226 "Vocational Education-Grants and Contracts" Amounts received from the state representing reimbursement for grants and funding agreements.

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3227 "Gifted Education" Amounts received from the state representing reimbursement for Gifted Education as authorized in Article 14A of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-14A-i-et-seq-}.
3228 "Adult Education-General" Amounts received from the state representing reimbursement for Adult Education as authorized in Section 203-1 of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-203-i-}.
3229 "Adult Education-Sec. 10-22.20" Amounts received from the state representing reimbursement for Adult Education public assistance as authorized in Section 10-22.20 of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-10-22-20-}.

3230

"Special Education" Amounts received from the state representing reimbursement for Special Education as authorized in Article 14 of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-14-i-81-et-seq-}.

3231

"Special Education Personnel" Amounts received from the state for a portion of the cost of approved personnel.

3232

"Special Education Private Facility" Amounts received from the state for costs related to children who must attend a nonpublic school or special education facility that can provide the special education services required.

3233

"Special Education Extraordinary" Amounts received from the state for costs related to children who require additional and extraordinary special education services that are provided by the LEA pursuant to the provisions of 23 Ill. Adm. Code 226 (Special Education).

3234

"Special Education Orphanage" Amounts received from the state for children under the provisions for (group and individual) orphanage services, for both regular session

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and summer session {§§11-Rev-Stat-1987-ehr-1227-par-14-7-83-}.

3240

"Reading Improvement" Amounts received from the state as authorized in Section 2-3.51 of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-2-3-51-} to improve the reading and study skills of children in kindergarten through grade six (for reading specialists, teacher aides, and other personnel).

3245

"Prekindergarten Programs for At-Risk Students" Amounts received from the state as authorized in Section 2-3.71 of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-2-3-71-} to fund programs for children ages three to five who have been identified through a screening process as being at risk of academic failure when they enter school.

3250

"School Lunch Aid" Amounts received from the state for school lunch aid.

3251

"Lunch - Free" Amounts received from the state for a portion of the cost of school lunches as authorized in Section 712.2 of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-712-2-}.

3252

"Breakfast - Free" Amounts received from the state for a portion of the cost of school breakfast as authorized in Section 712.2 of The School Code {§§11-Rev-Stat-1987-ehr-1227-par-712-2-}.

3260

"Capital Development Board" Amounts received from the Capital Development Board as authorized in the School Construction Bond Act (Ill. Rev. Stat. 1987 1989, ch. 122, par. 1201 et seq.) and Section 783.1-2 of the Capital Development Board Act (Ill. Rev. Stat. 1987 1989, ch. 127, par. 783.1-2).

3261

"Bond Principal" Amounts received from the Capital Development Board for a portion of the cost of bonds redeemed.

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- 3262 "Bond Interest" Amounts received from the Capital Development Board for interest paid.
- 3290 "Other Grants-In-Aid" Amounts received from the state for a portion of the cost of other grants-in-aid.
- 3300 "Payments Received in Lieu of Taxes" Payments made out of general revenues by the state to the LEA in lieu of taxes.
- 3310 "Orphans Tuition" Amounts received from the state for a portion of the cost of orphans tuition as authorized in Section 18-3 of The School Code {~~111--Rev--Stat--1987--ch--122--par--18-3~~}.
- 3320 "State Owned Housing" Amounts received from the state for a portion of the cost of state owned housing as authorized in Section 18-3 of The School Code {~~111--Rev--Stat--1987--ch--122--par--18-3~~}.
- 3330 "Tax Equivalent Grants" Amounts received from the state for a portion of the cost of tax equivalent grants as authorized in Section 18-4.4 of The School Code {~~111--Rev--Stat--1987--ch--122--par--18-4.4~~}.
- 3340 "State Impaction Aid" Amounts received from the state for a portion of the cost of state impaction aid as authorized in Section 18-4.2 of The School Code {~~111--Rev--Stat--1987--ch--122--par--18-4.2~~}.
- Revenue From Federal Sources
- 4100 "Unrestricted Grants-In-Aid Received Directly From Federal Government", Amounts received directly from the federal government as grants by the LEA, which can be used without restriction for any legal purpose desired by the LEA.
- 4110 "Public Law 81-874" "Impact Aid Act," Public Law 81-874 (20 U.S.C.A. 236 et seq.). Amounts received from federal funds by LEA's

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- 4300 having increased enrollments due to federal activities.
- "Restricted Grants-In-Aid Received Directly From Federal Government" Amounts received directly from the federal government as grants by the LEA, which must be used for a categorical or specific purpose.
- 4328 "Emergency-School-Assistance-Act"--Amounts received from federal funds to finance programs designed to assist school districts to desegregate.
- 4325 "Elementary-and-Secondary-Education-Act {BSA}--Title VII--Bilingual" "Bilingual Education Act," Public Law 100-297, Title VII of "The Elementary and Secondary Education Act of 1965" (20 U.S.C.A. 3281 et seq.). Amounts received from federal funds for approved bilingual education.
- 4330 "Education for Economic Security Act" Amounts received from EESA, Public Law 98-377, Title VI - Excellence in Education funds (20 U.S.C. 4031 et seq.). Provides U.S. Department of Education grants on a competitive basis to individual public schools striving to improve the quality of education.
- 4340 "Community Action Program - O.E.O." Amounts received from federal funds for activities related to Community Action Programs.
- 4350 "Headstart" Amounts received from federal funds for Headstart programs.
- 4360 "Public Law 81-815--Construction" "Impact Aid Act," Public Law 81-815 (20 U.S.C.A. 631 et seq.). Amounts received from federal funds for the construction of school buildings in LEAs having increased enrollments due to federal activities.
- 4390 "Other" Amounts received directly from the federal government not provided for elsewhere in the 4300 thru 4360 series of accounts.

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4400 "Restricted Grants-In-Aid Received From Federal Government Through the State" Amounts received from the federal government through the state as grants by the LEA which must be used for a categorical or specific purpose.

4410 "Public Law 91-230, Title III, Adult Basic Education" "Adult Education Act," Public Law 91-230 (20 U.S.C.A. 1201 et seq.)¹. Amounts received from federal funds for Adult Basic Education as authorized in Public Law 91-230.

4420 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIA-Handicapped (20 U.S.C. 2331 et seq.)¹. Amounts received from federal funds to provide for services and activities that are essential for handicapped individuals to succeed in vocational education.

4421 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIA-Disadvantaged (20 U.S.C. 2331 et seq.)¹. Amounts received from federal funds to provide for services and activities that are essential for disadvantaged individuals to succeed in vocational education.

4422 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIA-Single Parents (20 U.S.C. 2331 et seq.)¹. Amounts received from federal funds to provide, subsidize, reimburse or pay for vocational education and training activities that will give single parents or homemakers marketable skills.

4423 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIA-Sex Bias (20 U.S.C. 2331 et seq.)¹. Amounts received from federal funds to provide for programs, services, and activities to eliminate sex bias and stereotyping in vocational education programs designed to enable participants to support themselves and their families.

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4424 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIA-Limited English Proficiency (20 U.S.C. 2331 et seq.)¹. Amounts received from federal funds to provide services and activities that are essential for limited English proficiency (LEP) students to succeed in vocational education.

4425 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIB-Staff Development (20 U.S.C. 2341 et seq.)¹. Amounts received from federal funds for statewide professional development of vocational education personnel.

4426 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIB-Curriculum Development (20 U.S.C. 2341 et seq.)¹. Amounts received from federal funds for new curriculum development and dissemination projects and activities related to vocational education programs.

4427 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIB-Program Improvements (20 U.S.C. 2341 et seq.)¹. Amounts received from federal funds for program improvement activities that enable educational agencies to improve, expand, or modernize vocational education programs, including the purchase of required and approved instructional equipment, vocational student organizations, WECEP, and high impact training programs.

4428 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIIA-Community Based Organizations (20 U.S.C. 2351 et seq.)¹. Amounts received from federal funds for services and activities of vocational education programs that provide special consideration to the needs of severely economically and educationally disadvantaged youth, ages sixteen through twenty-one.

4429 "Carl D. Perkins Vocational Education Act," Public Law 98-524, Title IIIB-Consumer and

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Homemaking (20 U.S.C. 2361 et seq.)¹. Amounts received from federal funds that provide for homemaking education projects that may include instructional projects, services and activities that prepare youth and adults for the occupation of homemaking.

4430

"Transition Programs for Refugee Children" Amounts received from federal funds (Refugee Act of 1980) for approved supplementary programs for eligible refugee children.

4435

"Emergency Immigrant Education Assistance" Amounts received from federal funds as authorized in Section 101(g) of Further Continuing Appropriation, Public Law 98-151. Provides public education services to immigrant children not born in the United States and attending school less than three years.

4440

"Education Consolidation and Improvement Act (ECIA), Chapter 1" Amounts received from federal funds as authorized in Public Law 97-35.

4441

"ECIA, Chapter 1 - Educationally Deprived" Amounts received from federal funds for programs designed to reduce or eliminate the educational deficiencies of eligible Chapter 1 students. Programs provide supplemental educational opportunities determined to be of high priority, usually in areas such as reading, mathematics, and cultural enrichment.

4442

"ECIA, Chapter 1 - Handicapped" Amounts received from federal funds for approved handicapped programs (Public Law 89-313).

4443

"ECIA, Chapter 1 - Migrant" Amounts received from federal funds for approved migrant programs to meet the needs of itinerant agricultural workers who have settled out of the migrant stream.

4444

"ECIA, Chapter 1 - Neglected and Delinquent" Amounts received from federal funds for

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approved neglected or delinquent children with the focus of educational activities being on reading, mathematics, and communication skills.

4450

"Education for the Handicapped Act (EHA)" Amounts received from federal funds for approved Education for the Handicapped.

4451

"EHA - Preschool Incentive Grant (99-457)" Amounts received from federal funds for approved EHA preschool programs.

4452

"EHA - Room and Board Reimbursement (94-142, B)" Amounts received from federal funds for approved EHA room and board reimbursements.

4453

"EHA - Regional Programs (94-142, B)" Amounts received from federal funds for approved EHA regional programs.

4454

"EHA - Flow Through (94-142, B)" Amounts received from federal funds for approved EHA flow-through funding.

4455

"EHA - Deaf/Blind (91-230, VI-C)" Amounts received from federal funds for approved programs for the deaf and blind.

4456

"EHA - Infant and Toddlers (99-457)" Amounts received from federal funds for approved EHA infant and toddler programs.

4460

"School Lunch Program" Amounts received from federal funds.

4461

"School Lunch - Regular Lunches" Amounts received from federal funds for reimbursement for meals served through the school lunch program at the regular price.

4462

"School Lunch - Free and Reduced" Amounts received from federal funds for reimbursement of free and reduced price meals served through the school lunch program.

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- 4463 "Special Milk" Amounts received from federal funds for reimbursement based on the special milk program.
- 4464 "Breakfast" Amounts received from federal funds for reimbursement for breakfasts served through the school lunch program.
- 4465 "Non-Food Assistance" Amounts received from federal funds for reimbursement covering the purchase of equipment used in the school lunch program.
- 4466 "Payments in Lieu of Commodities" Amounts received from federal funds for payments in lieu of commodities.
- 4467 "Nutrition Education and Training Act" Amounts received from federal funds (Public Law 95-166) to promote and strengthen the nutrition education curriculum.
- 4470 "Education Consolidation and Improvement Act (ECIA), Chapter 2" Amounts received from federal funds as authorized in Public Law 97-35 for approved Chapter 2, Block Grant programs.
- 4475 "Education for Economic Security Act" Amounts received from EESA, Public Law 98-377, Title II - Teacher Skill Improvement (20 U.S.C. 3961 et seq.). Provides for teacher skill improvement in math, science, computer learning, and foreign languages.
- 4480 "Department of Rehabilitation Services" Amounts received from federal funds for vocational training of special education pupils.
- 4490 "Other" Amounts received from the federal government through the state and not provided for elsewhere in the 4400 through 4480 series of accounts.
- 4500 "Restricted Grants-In-Aid Received From Federal Government Through an Intermediate Source" Amounts received from the federal

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- 4530 government through an intermediate source as grants by the IEA which must be used for a specific purpose.
- "JTPA (Job Training Partnership Act)" Amounts received from Title II federal funds (Public Law 97-300) through an intermediate source for contractual agreements that provide vocational training services, and coordination of activities to the economically disadvantaged.
- 4590 "Other Federal Grants" Amounts received from federal funds through intermediate sources not provided for elsewhere in the 4500 through 4530 series of accounts.
- 7000 Other Financing Sources
- 7100 "Transfer From Other Funds" Amounts received unconditionally from another fund without expectation of repayment.
- 7110 "Permanent Transfer From Working Cash Fund" The transfer of the balance to the Educational Fund when the Working Cash Fund is abolished as authorized in Section 20-8 of The School Code (111 Rev. Stat. 1987, ch. 122, par. 20-8).
- 7120 "Permanent Transfer of Interest From Working Cash Fund" The permanent transfer of interest to the Educational Fund; the Operations-Building, and Maintenance Fund or the Transportation Fund from the Working Cash Fund as authorized in Section 20-5 of The School Code (111 Rev. Stat. 1987, ch. 122, par. 20-5).
- 7130 "Permanent Transfer from Educational Fund" The permanent transfer to the Operations, Building, and Maintenance Fund of monies in restricted amounts by districts meeting certain conditions as authorized in Section 17-2A of The School Code (111 Rev. Stat. 1987, ch. 122, par. 17-2A).

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7140

"Permanent Transfer of Interest" The permanent transfer of interest, as authorized in Section 10-22.44 of The School Code (Ill. Rev. Stat. 1987, ch. 122, par. 10-22.44).

7150

"Permanent Transfer from Site and Construction Fund to Operations, Building and Maintenance Fund" The transfer of bond proceeds remaining in the Site and Construction Fund to the Operations, Building and Maintenance Fund after the purposes for which the bonds have been issued have been accomplished and paid in full (Ill. Rev. Stat. 1987, ch. 122, par. 10-22.14).

7200

"Sale of Bonds" All amounts received from the sale of bonds.

7210

"Principal on Bonds Sold" Amounts received as principal from the sale of bonds.

7220

"Premium on Bonds Sold" Amounts received as premiums from the sale of bonds.

7230

"Accrued Interest on Bonds Sold" Amounts received as accrued interest from the sale of bonds. When bonds are sold at a date later than the nominal issue date of the bonds, the selling price often includes, in addition to the principal of the bonds, an amount representing the interest that has accrued on the bonds since the nominal issue date. This excess over the principal may be credited to this account in the Bond and Interest Fund or the Site and Construction Fund.

7300

"Other Sources" Other miscellaneous financing sources which cannot be classified in preceding 7000 account numbers.

(Source: Amended at 14 Ill. Reg. 20608, effective Dec. 14, 1990)

110. TABLE D DEFINITIONS OF EXPENDITURE DIMENSIONS

"Fiscal Year"

Fiscal year denotes a twelve-month period of time to which the annual budget applies and at the end of which an LEA determines

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its financial position and the results of its operations. The terminal digit of the applicable year designates the code.

"Code"	"Descriptor"
8	FY 1987-1988
9	FY 1988-1989
0	FY 1989-1990
1	FY 1990-1991
2	FY 1991-1992
3	FY 1992-1993
4	FY 1993-1994
5	FY 1994-1995
6	FY 1995-1996
7	FY 1996-1997

"Funds"

Funds are independent fiscal and accounting entities requiring their own set of accounts and records. Each fund relates to a specific activity or objective.

Complete explanations for each of the following funds have already been listed in Table A of this Part:

10	- Educational Fund
20	- Operations, Building and Maintenance Fund
30	- Bond and Interest Fund
40	- Transportation Fund
50	- Municipal Retirement/Social Security Fund
60	- Site and Construction Fund
70	- Working Cash Fund
80	- Rent Fund
90	- Capital Improvements Fund
98	- General Fixed Assets Account Group
99	- General Long-Term Debt Account Group

"Source of Funds"

This dimension describes expenditures in terms of various sources of revenue. It provides the capability of exercising budgetary control and the preparation of reports of categorical programs. The Source of Funds code allows for the gathering of total expenditures for a particular revenue. The following Source of Funds codes have been designated to represent various revenues; however, additional category codes can be added by LEAs, if needed:

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- 00 Non-Categorical/Unrestricted
 01 Tort Immunity
 03 Fire Prevention, Safety, Environmental, and Energy Conservation
 04 Community College Tuition
 05 Area Vocational Education Construction
 06 Summer School
 08 Special Education Levy
 10 Driver Education
 11 Prekindergarten Programs for At-Risk Students
 12 Special Education
 13 Special Education - Transportation
 14 Bilingual
 15 Reading Improvement Program
 16 Educational Service Center Operations
 17 Administrators' Academy
 18 Staff Development
 19 Learner Outcomes/Objectives
 20 Vocational Education - Basic Formula Distribution (State)
 21 Vocational Education - Grants and Funding Agreements (State)
 22 Vocational Education - Transportation
 24 Department of Rehabilitation Services
 25 Gifted Education
 26 Special Education - Extraordinary
 27 Adult Education - General
 28 Special Education - Private Facility
 29 Adult Basic Education - Sec. 10-22.20 of The School Code
 30 ECIA Chapter 1 - Educationally Deprived
 31 ECIA Chapter 1 - Handicapped (P.L. 89-313)
 32 ECIA Chapter 1 - Migrant
 33 ECIA Chapter 1 - Neglected and Delinquent
 35 Special Education - Personnel
 38 Municipal Retirement Levy
 39 Social Security/Medicare Only Levy
 45 EHA (P.L. 91-230) - VI-C - Deaf/Blind
 46 EHA (P.L. 94-142) - Part B - Preschool Incentive Grant
 47 EHA (P.L. 94-142) - Part B - Room and Board Reimbursement
 48 EHA (P.L. 94-142) - Part B - Regional Programs
 49 EHA (P.L. 94-142) - Part B - Flow-Through
 50 ESEA, Title VII - Bilingual
 60 ECIA - Chapter 2, Block Grant
 65 Capital Development Board
 66 Perkins Vocational Act, P.L. 98-524, Title IIA - Handicapped

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- 67 Perkins Vocational Act, P.L. 98-524, Title IIA - Disadvantaged
 68 Perkins Vocational Act, P.L. 98-524, Title IIA - Single Parents
 69 Perkins Vocational Act, P.L. 98-524, Title IIA - Sex Bias
 70 Perkins Vocational Act, P.L. 98-524, Title IIA - Limited English Proficiency
 71 Perkins Vocational Act, P.L. 98-524, Title IIB - Staff Development
 72 Perkins Vocational Act, P.L. 98-524, Title IIB - Curriculum Development
 73 Perkins Vocational Act, P.L. 98-524, Title IIB - Program Improvement
 74 Perkins Vocational Act, P.L. 98-524, Title IIIA - Community Based Organizations
 75 Perkins Vocational Act, P.L. 98-524, Title IIIB - Consumer and Homemaking
 76 Perkins Vocational Act, P.L. 98-524, Title IIB - Program Improvement (Guidance)
 77 Emergency School Assistance Program (Federal)
 78 Perkins Vocational Act, P.L. 98-524, Title IIB - Program Improvement (Instructional Equipment)
 79 Community Action Program - O.E.O. (20 U.S.C. 3961 et seq.)
 80 Head Start
 81 P.L. 81-815 - Construction
 84 School Lunch Program
 85 School Lunch Program - Nonfood Assistance (Equipment)
 86 School Lunch Program - Nutrition Education/Training Act
 87 Education for Economic Security Act (EESA), P.L. 98-377, Title II - Teacher Skill Improvement (20 U.S.C. 3961 et seq.)
 88 Education for Economic Security Act (EESA), P.L. 98-377, Title VI - Excellence in Education (20 U.S.C. 4031 et seq.)
 89 Emergency Immigrant Education Assistance, P.L. 98-151
 93 Transition Programs for Refugee Children
 94 JTPA (Job Training and Partnership Act)

"Instructional Organization"

The general types of schools or other organizational entities providing instruction are included in this dimension. An instructional organization is coded by a single digit.

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It is recognized that the instructional organization suggested here may not coincide with that being used in all LEAs, but it does provide basic subdivisions for any organizational structure.

Wherever it does not comply exactly, being in more detail or less, school officials can combine subdivisions or omit some as applicable. Comparability is improved by using the same structure for reporting purposes throughout the nation. In the following definitions, "grade span" can be changed to "age span" when structuring a nongraded school or local educational agency.

- | "Code" | "Descriptor" |
|--------|--|
| 0 | "Districtwide" |
| 1 | "Elementary School" A school composed of any span of grades not above grade eight, including kindergarten. |
| 2 | "Middle or Junior High School" A separately organized and administered school, usually beginning with grades 6 or 7 or their equivalent and including at least two grades or years. Most middle/junior high schools consist of two or three grades spanning the years between an elementary and high school, as in a 4-4-4 plan, a 6-2-4 plan, or 6-3-3 plan. |
| 3 | "High School/Secondary" A school comprising any span of grades beginning with the next grade following an elementary or middle/junior high school and ending with or below grade 12. This includes three-year and four-year vocational and technical high schools separately organized under the direction and management of an administrator for the primary purpose of offering education and training in one or more semi-skilled, skilled, or technical occupations. |
| 4 | "Adult/Continuing Education School" A school for adults and out-of-school youth. This includes adult basic schools, advanced adult schools, and occupational schools. |
| 5 | "Pre-school" A program organized to provide educational experiences for children during the year or years preceding kindergarten and which is part of an elementary school program under the direction of a qualified teacher. |

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- 9 "Other" A school which does not fit into one of the above descriptions.

"Operational Unit"

The term Operational Unit is used to denote the location of education activities for organizational purposes. It is the site of a physical plant which houses an organizational unit. These units correspond to individual schools, in most cases, and can be used to designate school cost centers. Budgets and expenditures may be made for each school or operational unit. Such units are locations of specific schools, of transportation, of administration, of warehouses, etc. Following are examples of Operational Units and codes:

"Code" "Descriptor"

- 01 Adams Elementary School
- 02 King Middle School
- 03 Santa Maria High School
- 04 Lincoln Vocational-Technical School
- 05 Davis Junior College
- 06 Central Administrative Office
- 07 Main Warehouse
- 08 Main Bus Garage

"Functions"

Function means the action or purpose for which a person or thing is used or exists. Function includes the activities or actions which are performed to accomplish the objectives of the enterprise. The activities of a local school system are classified into six broad areas or functions; Instruction, Supporting Services, Community Services, Non-Programmed Charges, Debt Service, and Provisions for Contingencies. Within these functions, the phrase "Service Area Direction" means the activities associated with directing and managing a specified service area.

"Code"

"Descriptor"

- 1000 "Instruction" Instruction includes the teaching of pupils, or the interaction between teacher and pupils. Teaching may be provided for pupils in a school classroom, in another location such as in a home or hospital, and other learning situations such

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- 1210 "Speech and Language Impaired (SLI)"
- 1211 "Educationally Handicapped (EH)"
- 1212 "Behavior Disordered (BD)"
- 1213 "Other Health Impairment (OHI)"
- 1214 "Early Childhood (EC)"
- 1215 "Infant/Toddler (I/T)"
- 1220 "Cross-Categorical (CC)"
- 1250 "Educationally Deprived/Remedial Programs"
Supplementary programs to increase the educational opportunities of eligible children, such as Chapter I, ECIA, children. Programs are usually in areas of basic instruction such as reading and/or mathematics.
- 1300 "Adult/Continuing Education Programs"
Learning experiences designed to develop knowledge and skills to meet immediate and long-range educational objectives for adults who have completed or interrupted their formal schooling. Programs include activities to foster the development of fundamental tools of learning, to prepare for a postsecondary career, to prepare for postsecondary education programs, to upgrade occupational competencies, to prepare for a new or different career, to develop skills and appreciation for special interests, or to enrich the aesthetic qualities of a student's life.
- 1310 "Adult Education"
- 1320 "Advanced Adult Education"
- 1330 "Occupational"
- 1340 "Upgrading in Current Occupation"
- 1350 "Retraining for New Occupation"

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- 1100 as those involving cocurricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of aides or assistants of any type that assist in the instructional process.
- "Regular Programs" Instructional activities designed primarily for pupils (in elementary, middle/junior high, or high schools) who do not require special programs such as those designed for gifted, vocational, limited English proficient, and handicapped students
- 1110 "Elementary"
- 1120 "Middle/Junior High"
- 1130 "High School"
- 1200 "Special Education Programs" Special instruction and resource programs required by a student due to his/her disability; includes special services, special materials, and special equipment required by the students as authorized in Article 14 of The School Code. ~~1111-Rev--Stat--1987--ch--122--par--14--1-01 et--seq--~~
- 1201 "Severe/Profound Mentally Handicapped (S/PMH)"
- 1202 "Trainable Mentally Handicapped (TMH)"
- 1203 "Educable Mentally Handicapped (EMH)"
- 1204 "Physically Handicapped (PH)"
- 1205 "Learning Disabled (LD)"
- 1206 "Visually Impaired (VI)"
- 1207 "Hard of Hearing (HH)"
- 1208 "Deaf (D)"
- 1209 "Deaf and Blind (DB)"

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- 1360 "Special Interest"
- 1370 "Life Enrichment"
- 1390 "Other Adult/Continuing Education"
- 1400 "Vocational Programs" Instruction provided to develop the knowledge, skills and attitudes needed for employment in an occupational area. This includes all programs approved in the local district's plan for vocational education.
- 1401 "Agricultural Occupations" Instruction for the purpose of enabling students to have the background, knowledge and skills necessary for entry into a wide range of occupations in agricultural production, agricultural supplies and services, agricultural mechanics, agricultural products, and ornamental horticulture.
- 1403 "Renewable Natural Resources" Instruction for the purpose of preparing students for entry level employment in the areas of conservation, fishing and fisheries, forestry, and wildlife management.
- 1404 "Environmental Design" Instructional programs that describe methods to create, adapt, alter, preserve, and control mankind's physical and social surroundings.
- 1406 "Business and Management" Instruction for the purpose of preparing students to perform activities, including: buying, selling, appraising, renting, managing and leasing of real property for managerial functions, and ownership principles involved in operating a small business.
- 1407 "Business and Office" Instruction to prepare individuals for planning, organizing, directing and controlling business office systems and procedures. Includes instruction in preparing, transcribing, systematizing, and preserving written communications and

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- records; preparing and analyzing financial records; collecting accounts and receiving and disbursing money; gathering, processing and distributing information and mail; operating office machines and electronic data processing equipment accounting for inventories; and operating telephones and switchboards.
- 1408 "Marketing and Distribution" Instruction to prepare students for occupations in marketing, sales, distribution, merchandising and management of the provision of industrial and consumer goods or services. These instructional programs prepare individuals to perform marketing functions, such as selling, buying, pricing, promoting, financing, transporting, storing, market research, and marketing management.
- 1409 "Communications" Instruction to prepare individuals for the creation, execution, transmission and evaluation of commercial messages designed to promote the sale of products and services.
- 1410 "Communication Technologies" Instructional programs that prepare individuals to assist communication professionals and skilled communication workers. Programs stress specialized, practical knowledge related to the mechanical, scientific, or technical aspects of communications.
- 1412 "Consumer, Personal, and Miscellaneous Services" Instructional programs that prepare individuals to provide a variety of services to individual consumers as well as to organizations such as businesses and industries.
- 1415 "Engineering and Engineering-Related Technologies" Instructional programs that prepare individuals to support and assist engineers and other professionals in the field of engineering. Programs stress specialized, practical knowledge related to the mathematical, scientific, or technical

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aspects of engineering and its related sciences.

1417 "Health Occupations" (e.g., L.P.N., dental technician) instruction to provide students with the health occupations knowledge, skills and attitudes necessary for meaningful employment and/or to pursue further health occupations education.

1420 "Occupation of Homemaking" Instruction to help students acquire the knowledge, skills, attitudes and behaviors necessary for making satisfying personal, family and workplace decisions concerning food, clothing, shelter, parenting, child rearing, interpersonal relationships and resource management.

1421 "Home Economics Occupations" Instruction to help students acquire the competence needed to secure employment and/or prepare for advancement in occupations utilizing home economics knowledge and skills, such as food production, child care and guidance, and fashion/fabric coordination.

1443 "Protective Services" Instructional programs that describe the principles and procedures for providing police, fire, and other safety services, and for managing penal institutions.

1446 "Construction Trades" Instructional programs that prepare individuals to erect, install, maintain and repair buildings, highways, airports and other structures using a variety of materials. Includes instruction in cost estimating, in the use of tools, and in following technical specifications and blueprints.

1447 "Mechanics and Repairers" Instructional programs that prepare individuals in the adjustment, maintenance, part replacement, and repair of tools, equipment, and machines.

1448 "Precision Production" Instructional programs that prepare individuals to produce

precision goods and materials by hand or machine; includes instruction in interpreting detailed plans and specifications.

1449 "Transportation, Aviation and Material Moving" Instructional programs that prepare individuals to operate and control equipment used to transport people or materials.

1459 "Special Programs" Vocational Education programs entitled: Cooperative Training, Interrelated Cooperative Education, and Experienced-Based Education.

1500 "Interscholastic Programs" Cocurricular activities which supplement the regular instructional program, such as athletics, band, chorus, and speech.

1600 "Summer School Programs" Instructional activities that are not embraced within the regular school term.

1650 "Gifted Programs" Special learning experiences for pupils identified as being gifted or talented as defined in 23 Ill. Adm. Code 227.10 (Gifted Education).

1700 "Vocational Education Special Needs Programs/Services" Instructional programs for handicapped, limited English proficient, or academically and/or economically disadvantaged students enrolled in vocational education.

1710 "Vocational Education - Handicapped"

1720 "Vocational Education - Limited English Proficiency"

1730 "Vocational Education - Academically and/or Economically Disadvantaged"

1800 "Bilingual Programs" Special learning experiences for pupils receiving services pursuant to the provisions of 23 Ill. Adm. Code 228 (Transitional Bilingual Education).

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- 1900 "Truants' Alternative and Optional Programs" Modified instructional programs provided to students pursuant to the provisions of 23 Ill. Adm. Code 205 (Truants' Alternative and Optional Education Programs).
- 2000 "Support Services" Services which provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. Support Services are adjuncts to the fulfillment of the objectives of instruction.
- 2100 "Support Services - Pupils" Those activities which are designed to assess and improve the well-being of pupils and to supplement the teaching process.
- 2110 "Attendance and Social Work Services" Activities for the improvement of pupils' attendance at school and the performance of school social work activities dealing with the problems of pupils which involve the home, school, and community.
- 2111 "Service Area Direction"
- 2112 "Attendance Services" Activities such as prompt identification of patterns of nonattendance, early action on these problems, and enforcement of compulsory attendance laws.
- 2113 "Social Work Services" Activities such as investigating, diagnosing, and attempting to resolve pupil problems arising out of the home, school, or community.
- 2114 "Pupil Accounting Services" Those activities of acquiring and maintaining records of school attendance, location of home, and other pupil data.
- 2119 "Other Attendance and Social Work Services" Attendance and Social Work Services other than those described above.

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- 2120 "Guidance Services" The activities of counseling with pupils and parents, providing consultation with other staff members on learning problems, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for pupils.
- 2121 "Service Area Direction"
- 2122 "Counseling Services" Activities in which counselors help pupils to understand their educational, personal, and occupational strengths and limitations; to relate their abilities, emotions and aptitudes to educational and career opportunities; to utilize their abilities in formulating realistic plans; and to achieve satisfying personal and social development.
- 2123 "Appraisal Services" Activities to assess pupil characteristics, which are used in administration, instruction, and guidance, and which assist the pupil in assessing his/her purposes and progress in career and personality development.
- 2124 "Information Services" Activities organized for the dissemination of educational, occupational, and personal-social information to help acquaint pupils with the curriculum and with educational and vocational opportunities and requirements. Such information might be provided directly to pupils through activities such as group or individual guidance, or it might be provided indirectly to pupils, through staff members or parents.
- 2125 "Record Maintenance Services" Activities organized for the compilation, maintenance, and interpretation of cumulative records of individual pupils, including the following:

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Home and Family Background
Physical and Medical Status
Standardized Test Results
Personal and Social Development
School Performance

2126 "Placement Services" Activities organized to help place pupils in appropriate educational situations while they are in school, in appropriate part-time employment while they are in school, and in appropriate educational and occupational situations after they leave school, and to facilitate pupils' transition from one educational experience to another. This may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers.

2129 "Other Guidance Services" Guidance services which cannot be classified above.

2130 "Health Services" Physical and mental health services which are not direct instruction. Included are activities that provide pupils with appropriate medical, dental, and nurse services.

2131 "Service Area Direction"

2132 "Medical Services" Activities concerned with the physical and mental health of pupils, such as health appraisal, including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials.

2133 "Dental Services" Activities associated with dental screening, dental care, and orthodontic activities.

2134 "Nurse Services" Activities associated with nursing which are not instruction, such as health inspection, treatment of minor

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injuries, and referrals for other health services.

2139 "Other Health Services" Health Services not classified above.

2140

"Psychological Services" Activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about pupil behavior, working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests, and behavioral evaluation and planning and managing a program of psychological services, including psychological counseling for pupils, staff, and parents.

2141 "Service Area Direction"

2142 "Psychological Testing Services" Activities concerned with administering psychological tests, standardized tests and inventory assessments of ability, aptitude, achievement, interests and personality and their interpretation for pupils, school personnel, and parents.

2143 "Psychological Counseling Services"

Activities between a school psychologist or other qualified counselor and one or more pupils in which the pupils are helped to perceive, clarify, and resolve problems of adjustment and interpersonal relationships.

2144 "Psychotherapy Services" Activities between a qualified mental health professional and one or more pupils, in which the pupils are helped to perceive, clarify, and resolve emotional problems or disorders.

2149 "Other Psychological Services" Other activities associated with Psychological Services not classified above.

2150 "Speech Pathology and Audiology Services" Activities which have as their purpose the identification, assessment, and treatment of

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children with impairments in speech, hearing, and language.

2151 "Service Area Direction"

2152 "Speech Pathology Services"

2153 "Audiology Services"

2159 "Other Speech Pathology and Audiology Services" Other activities associated with Speech Pathology and Audiology Services not classified above.

2190

"Other Support Services - Pupils" Other support services (pupils) not classified in 2100 thru 2159 series. Expenditures that may be included are: therapists, crossing guards, graduation, student assembly programs, monitors for playgrounds, study halls, etc.

2200

"Support Services - Instructional Staff" Activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils.

2210

"Improvement of Instruction Services" Activities which are designed primarily for assisting instructional staff in planning, developing, and evaluating the instructional process.

2211 "Service Area Direction"

2212 "Instruction and Curriculum Development

Services" Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate pupils.

2213

"Instructional Staff Training Services" Activities designed to contribute to the professional competence of the instructional staff, including workshops, demonstrations,

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school visits, courses for college credit, sabbatical leaves, and travel leaves.

2220

"Educational Media Services" Activities related to media resource centers and concerned with the use of all teaching and learning resources, including hardware, and content materials. Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and nonprinted sensory materials.

2221 "Service Area Direction"

2222 "School Library Services"

2223 "Audio Visual Services"

2224 "Educational Television Services"

2225 "Computer-Assisted Instruction Services"

2230

"Assessment and Testing" Activities carried out for the purpose of measuring individual student achievement. The information obtained is generally used to monitor individual and group progress in reaching district learning goals to compare individual and group performance with national norms established by test publishers.

2300

"Support Services - General Administration" Activities concerned with establishing and administering policy in connection with operating the local education agency.

2310

"Board of Education Services" Activities of the elected or appointed body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.

2311

"Service Area Direction" Activities concerned with directing and managing the general operation of the Board of Education. Included are the activities of executives of the Board of Education, such as the Executive

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Secretary, but not included are any special activities defined in the other areas of responsibility described below. It also includes activities performed in support of school district meetings, legal activities, general liability situations, and audit services.

2312 "Board Secretary Services" Activities required to perform the duties of the Secretary or Clerk of the Board of Education.

2313 "Board Treasurer Services" Activities required to perform the duties of Treasurer of the Board of Education.

2314 "Election Services" Services rendered in connection with any school system election, including elections of officers and bond elections.

2316 "Staff Relations and Negotiation Services" Activities concerned with staff relations systemwide and the responsibilities for contractual negotiations with both instructional and noninstructional personnel.

2320 "Executive Administration Services" Activities associated with the overall management of the LEA.

2321 "Office of the Superintendent Services" Activities performed by the superintendent and such assistants as deputy, associate, and assistant superintendents, in their management of the LEA. This includes all personnel and materials in the office of the chief executive officer. Activities of the offices of the deputy superintendent and associate or assistant superintendents should be charged here unless job duties indicate another function is more appropriate. When two or more Service Areas are directed by the same individual, the services of that individual's office are prorated between the Service Areas concerned.

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2324 "State and Federal Relations Services" Activities of developing and maintaining good relationships with state and federal officials. The activities associated with grant procurement are included.

2330 "Special Area Administrative Services" Activities concerned with supervisory responsibilities for federal programs, special programs, and/or title programs not included in the preceding functions. When the same individual directs both special programs and other service areas, the services of that individual should be prorated between the proper areas.

2400 "Support Services-School Administration" Activities concerned with overall administrative responsibility for a single school or a group of schools.

2410 "Office of the Principal Services" Activities concerned with managing a particular school, including the activities of the Principal, Assistant Principals, and other assistants in general supervision of all operations of the school, and including clerical staff for these activities.

2490 "Other Support Services-School Administration" Includes activities performed by persons usually classified as department heads or deans within schools and other school administration services which cannot be recorded under the preceding functions.

2500 "Support Services - Business" Activities concerned with accounting, purchasing, paying, transporting, exchanging, and maintaining goods and services for the LEA, including internal business services for operating all schools.

2510 "Direction of Business Support Services" Activities concerned with directing and managing the Business Services Area, such as those usually performed by the Office of the

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Chief School Business Official or Business Manager.

2520

"Fiscal Services" Activities concerned with the fiscal operations of the LEA. This function includes budgeting, receiving and disbursing, bookkeeping, financial accounting, payroll, inventory control, and internal auditing.

2522 "Budgeting Services" Activities concerned with supervising budget planning, formulation, control and analysis.

2523 "Receiving and Disbursing Funds Services" Activities concerned with taking in money and paying it out. It includes the handling of receipts, the approval of requisitions or purchase orders to determine whether the amounts are within the budgetary allowances, and to determine that such disbursements are lawful expenditures of LEA funds.

2524 "Payroll Services" Activities concerned with making payments to individuals entitled to remuneration for services rendered. Payments are also made for payroll-associated costs related to the payment of income tax, retirement, and social security.

2525 "Financial Accounting Services" Activities concerned with maintaining records of the financial operations and transactions of the school system. They include such activities as accounting, and interpreting financial transactions and account records.

2526 "Internal Auditing Services" Activities concerned with verifying the account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of accounting and reporting procedures, and ascertaining their compliance with policies.

2527 "Property Accounting Services" Activities concerned with preparing and maintaining a

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current inventory of land, buildings, and equipment. These records are to be used in equipment control and facilities planning.

2530

"Facilities Acquisition and Construction Services" Activities concerned with: acquisition of land and buildings; remodeling buildings; construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites.

2531 "Service Area Direction"

2532 "Land Acquisition and Development Services" Activities concerned with the acquisition of sites and improvements thereon.

2533 "Architectural and Engineering Services" The activities of architects and engineers related to land acquisition and improvement and to improvements to buildings.

2534 "Educational Specifications Development Services" Activities concerned with preparing and interpreting, for architects and engineers, descriptions of specific space requirements for the various learning experiences of pupils to be accommodated in a building.

2535 "Building Acquisition, Construction, and Improvements Services" Activities concerned with building acquisition through purchase or construction and building improvements, including initial installation or extension of service systems and other built-in equipment as well as building additions.

2540

"Operation and Maintenance of Plant Services" Activities concerned with keeping the physical plant (i.e., grounds, buildings, and equipment) in an effective and safe working condition. This includes activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.

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- 2541 "Service Area Direction"
- 2542 "Care and Upkeep of Buildings Services"
Activities concerned with keeping the physical plant clean and ready for daily use, including operating the fixed heating, lighting, and ventilating systems, and repairing and replacing facilities and equipment.
- 2543 "Care and Upkeep of Grounds Services"
Activities of properly maintaining land and its improvements other than buildings.
- 2544 "Care and Upkeep of Equipment Services"
Activities of properly maintaining movable equipment owned or used by the LEA, including servicing and repairing furniture, machines, and other movable equipment.
- 2545 "Vehicle Servicing and Maintenance Services (Other Than Student Transportation Vehicles)"
Activities of maintaining in good condition general purpose vehicles such as trucks, tractors, graders, and staff vehicles.
It includes such activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling, and inspecting vehicles for safety, i.e., preventive maintenance.
- 2546 "Security Services" Activities concerned with maintaining order and safety at all times in school buildings, and on school grounds and their vicinity. Included are police activities for school functions, traffic control on school grounds and their vicinity, building alarm systems and hall monitoring security services.
- 2549 "Other Operation and Maintenance of Plant Services" Activities which cannot be classified under the preceding areas of responsibility. Building insurance should be charged to this function.

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- 2550 "Pupil Transportation Services" Activities concerned with conveying pupils to and from school as provided by Article 29 of The School Code. It includes trips between home and school and trips to school activities.
- 2551 "Service Area Direction"
- 2552 "Vehicle Operation Services" Activities of operating vehicles for pupil transportation from the time the vehicles leave the point of storage until they return to the point of storage. It includes fueling and driving buses or other pupil transportation vehicles.
- 2553 "Monitoring Services" Activities concerned with supervising pupils being transported between home and school and between school and school activities. Activities include pupil supervision while in transit, while being loaded and unloaded, and directing traffic at the loading and unloading stations.
- 2554 "Vehicle Servicing and Maintenance Services"
Activities to properly maintain pupil transportation vehicles, including repairing and replacing vehicle parts, cleaning, painting, greasing, and inspecting vehicles for safety. Replacing a vehicle's chassis or body is considered to be equipment and is charged to Capital Outlay.
- 2559 "Other Pupil Transportation Services" Pupil Transportation Services which cannot be classified under the preceding areas of responsibility.
- 2560 "Food Services" Those activities concerned with providing food to pupils and staff in a school or LEA. This service area includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities, and the delivery of food.
- 2561 "Service Area Direction"

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- 2562 "Food Preparation and Dispensing Services"
- 2563 "Food Delivery Services"
- 2569 "Other Food Services" Includes Food Services activities which cannot be classified under the preceding areas of responsibility
- 2570 "Internal Services" Those activities concerned with buying, storing, and distributing supplies, furniture, and equipment; those activities concerned with internal duplicating and printing for the school system and the pickup and transporting of cash from school facilities to the central administrative office, or bank, for control and/or deposit.
- 2571 "Service Area Direction"
- 2572 "Purchasing Services"
- 2573 "Warehousing and Distributing Services"
- 2574 "Printing, Publishing, and Duplicating Services"
- 2600 "Support Services - Central" Activities, other than general administration, which support each of the other instructional and supporting services programs. These activities include planning, research, development, evaluation, information, staff, statistical, and data processing services.
- 2610 "Direction of Central Support Services" Activities concerned with directing and managing the central support services as a group.
- 2620 "Planning, Research, Development, and Evaluation Services" Those activities, on a systemwide basis, associated with conducting and managing programs of planning, research, development, and evaluation for a school system.
- 2621 "Service Area Direction"

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- 2622 "Development Services"
- 2623 "Evaluation Services"
- 2624 "Planning Services"
- 2625 "Research Services"
- 2630 "Information Services" Those activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers, or to the general public through direct mailing, the various news media, or personal contact.
- 2631 "Service Area Direction"
- 2632 "Internal Information Services"
- 2633 "Public Information Services"
- 2634 "Management Information Services"
- 2640 "Staff Services" Activities generally performed by the LEA personnel office, such as recruiting and placement, staff transfers, inservice training, health services, and staff accounting.
- 2641 "Service Area Direction"
- 2642 "Recruitment and Placement Services" Those activities concerned with employing and assigning personnel for the LEA.
- 2643 "Staff Accounting Services" Services rendered in connection with the systematic recording and summarizing of information relating to staff members employed by the LEA.
- 2644 "Inservice Training Services (for Noninstructional Staff)" The activities developed by the LEA for training of noninstructional personnel in all classifications.

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2645 "Health Services" Those activities concerned with medical, dental and nurse services provided for school district employees. Included are physical examinations, referrals and emergency care.

2660

"Data Processing Services" Activities concerned with preparing data for storage, sorting data, and retrieving them for reproduction as information for management and reporting.

2661 "Service Area Direction"

2662 "Systems Analysis Services" Activities concerned with the search for an evaluation of alternatives which are relevant to defined objectives. Based on judgment, and, wherever possible, on quantitative methods. Where applicable, they pertain to the development of data processing procedures or application to electronic data processing equipment.

2663 "Programming Services" Activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data and the preparation of coded instructions and data for such sequences.

2664 "Operations Services" Activities concerned with scheduling, maintaining, and producing data. These activities include operating data preparation devices and data processing machines.

2665 "Statistical Services" Activities concerned with producing statistical data for reports, for program studies, and for management use.

2669 "Other Data Processing Services" Activities concerned with data processing which are not described above.

"Other Support Services" Activities of any support service or classification of

2900

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services, general in nature, which cannot be classified in the preceding functions.

"Community Services" Services provided by the LEA for the community as a whole or some segment of the community, such as community recreation programs, civic organization activities, public libraries, programs of custody and child care, welfare services, nonpublic school pupil services, and home/school services.

"Direction of Community Services" Activities concerned with directing and managing community services activities.

"Community Recreation Services" Activities include organizing and supervising playgrounds, swimming pools, and other recreation programs for the community.

"Civic Services" Services provided in support of civic affairs or organizations including services to parent-teacher association meetings, public forums, lectures, and for civil defense planning.

"Public Library Services" Activities related to the operation of public libraries by an LEA, or the provision of library services to the general public through the school library.

"Custody and Child Care Services" Providing programs for the custodial care of children in residential day schools, or child care centers which are not part of, or directly related to the instructional program, and where the attendance of the children is not included in the attendance figures for the LEA.

"Welfare Activities Services" Providing services for individuals who have been designated as needy by an appropriate governmental entity, including stipends for school attendance, salaries paid to pupils for work performed, whether for the LEA or

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for an outside concern, and for clothing, food, or other personal needs.

3700 "Nonpublic School Pupils Services" Services to pupils attending a school established by an agency other than the state, subdivision of the state or the federal government, which usually is supported primarily by nonpublic funds. The services include providing instructional services, attendance and social work services, health services, and transportation services for nonpublic school pupils.

3800 "Home/School Services" Services, usually provided in the home, which are designed to provide school readiness training to preschool children and their parents or to help parents provide educational support to their children of school age.

3900 "Other Community Services" Services provided the community which cannot be classified under the preceding functions.

4000 "Nonprogrammed Charges" All payments to other LEAs.

4100 "Payments to Other Governmental Units (In-State)" Payments to in-state LEAs, generally for tuition, transportation, and all other services rendered to pupils residing in the paying LEA. Where a nonoperating district pays an operating district for the education of pupils, the nonoperating district records such payments here. Flow-through funds - where payment is received by an LEA and a portion is transferred to one or more other LEAs - use with object 720. (Expenditures in this function are not counted in state expenditure totals.)

4110 "Payments for Regular Programs" Payments made to LEAs, generally for tuition, services, and transportation related to regular education programs.

4120 "Payments for Special Education Programs" Payments made to LEAs, generally for tuition, services, and transportation related to special education programs.

4130 "Payments for Adult/Continuing Education Programs" Payments made to LEAs, generally for tuition, services, and transportation related to adult/continuing education programs.

4140 "Payments for Vocational Education Programs" Payments made to LEAs, generally for tuition, services, and transportation related to vocational education programs.

4170 "Payments for Community College Programs" Payments made to community colleges for the cost of tuition or services provided by the college.

4190 "Other Payments to In-State Governmental Units" Other payments made to in-state governmental units not classified under preceding functions (e.g., payments to Educational Service Centers, Educational Service Regions, and the State Board of Education).

4200 "Payments to Other Governmental Units (State-Out-of-State)" Payments to out-of-state LEAs for services rendered to pupils residing in the paying LEAs, generally for tuition and transportation. Where a governmental unit in one state collects money from a nonoperating district for the education of pupils from the nonoperating district and pays it to an operating district in another state, the nonoperating district records such payments here. (These are not counted in national totals of expenditures.)

5000 "Debt Services" Servicing of the debts of an LEA.

5100 "Debt Services - Interest"

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- 5110 "Anticipation Warrants" Those activities involving interest on anticipation warrants.
- 5120 "Anticipation Notes" Those activities involving interest on anticipation notes.
- 5130 "Teachers' Orders" Those activities involving interest on teachers' orders.
- 5140 "Bonds" Those activities involving interest on bonds.
- 5150 "Corporate Personal Property Replacement Tax Anticipation Notes" Those activities involving interest on the CPPRT Anticipation Notes.
- 5160 "State Aid Anticipation Certificates" Those activities involving interest on state aid anticipation certificates.
- 5190 "Other Interest" Those activities involving interest on other LEA debts.
- 5200 "Debt Services - Bond Principal Retired" Those activities involving the retirement of the bonded indebtedness of the LEA.
- 5900 "Debt Services - Other" Those debt services activities of the LEA not classified above.
- 6000 "Provision for Contingencies" This is not an account for recording entries, but the number would be used in the budget as a means of identifying the amount of the contingency provision.
- 8000 "Other Financing Uses"
- 8100 "Transfers to other Funds" Permanent transfers made from one fund to another fund, as authorized in The School Code and approved by the LEA board. These transfers are made with no expectation of repayment. All transfers use object 710.
- 8110 "Permanent Transfer of Working Cash Fund" The transfer to the Educational Fund when the

- 8120 "Permanent Transfer of Interest from Working Cash Fund" The permanent transfer of interest to the Educational; the Operations, Building, and Maintenance Fund of monies in restricted amounts by LEAs meeting certain conditions as authorized in Section 17-2A of The School Code (1111-Rev-Stat-1987-eh-1227-par-20-5).
- 8130 "Permanent Transfer from Educational Fund" The permanent transfer to the Operations, Building, and Maintenance Fund of monies in restricted amounts by LEAs meeting certain conditions as authorized in Section 17-2A of The School Code (1111-Rev-Stat-1987-eh-1227-par-17-2A).
- 8140 "Permanent Transfer of Interest" Permanent transfer of interest as authorized in Sec. 10-22.44 of The School Code (1111-Rev-Stat-1987-eh-1227-par-10-22-44).
- 8150 "Permanent Transfer from Site and Construction Fund" The transfer of bond proceeds remaining in the Site and Construction Fund to the Operations, Building and Maintenance Fund after the purposes for which the bonds have been issued have been accomplished and paid in full (1111-Rev-Stat-1987-eh-1227-par-10-22-14 Section 10-22.14 of The School Code).
- 8190 "Other Uses" Other miscellaneous financing uses that cannot be classified in preceding 8000 account numbers.

"Object and Subobject"

Object means the service or commodity obtained as the result of a specific expenditure. There are eight object categories, each of which is further subdivided into subobjects. Following are definitions of the object and subobject categories:

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- "Code" 100 "Descriptor" "Salaries" Amounts paid to permanent, temporary or substitute employees on the payroll of the LEA. This includes gross salary for personal service rendered while on the payroll of the LEA.
- 110 "Regular Salaries" Full-time, part-time, and prorated portions of the costs for work performed by employees of the LEA who are considered to be in positions of a permanent nature.
- 120 "Temporary Salaries" Full-time, part-time and prorated portions of the costs for work performed by employees of the LEA who are hired on a temporary or substitute basis to perform work in temporary positions.
- 130 "Overtime Salaries" Amounts paid to employees of the LEA in permanent or temporary positions for work performed in addition to the normal work period for which the employee is compensated under Regular Salaries or Temporary Salaries above.
- 200 "Employee Benefits" Amounts paid by the LEA on behalf of employees; these amounts are not included in the gross salary, but are over and above. Such payments are fringe benefits, and while not paid directly to the employees, nevertheless are a part of the cost (to the applicable functional areas). These types of costs are not considered a cost to the board of education function and should not all be charged to one area. These costs apply to the same function number as the cost of the applicable salary.
- 210 "Retirement" Amounts paid by the LEA for employees' retirement.
- 211 "Teachers Retirement" Amounts paid by the LEA to the Illinois Teacher's Retirement System (TRS) for certificated employees.

- 212 "Municipal Retirement" Amounts paid as the employer's share to the Illinois Municipal Retirement Fund (IMRF) for noncertificated employees' retirement.
- 213 "Federal Insurance Contribution Act" Amounts paid as the employer's share for federal insurance contributions for applicable certificated and noncertificated employees' social security. (FICA)
- 214 "Medicare Only" Amounts paid as the employer's share for the Medicare Only contributions for applicable employees (those who do not contribute to FICA but are required by law to contribute the Medicare Only portion of FICA).
- 215 "One-time TRS Early Retirement" Amount paid as the employer's portion of the one-time early retirement contribution required by Section 16-133.2 of The Illinois Pension Code {111-Rev-Stat-1985-eh-108-1/27-par-16-133-2}. Appropriate salary function is charged, as with other employee benefits.
- 220 "Insurance" Employer's share paid by the LEA.
- 221 "Life Insurance" Employer's share paid by the LEA for life insurance.
- 222 "Medical Insurance" Employer's share paid by the LEA for medical insurance.
- 223 "Dental Insurance" Employer's share paid by the LEA for dental insurance.
- 230 "Tuition Reimbursement" Amount reimbursed by the LEA to any employee qualifying for tuition reimbursement based upon LEA policy.
- 300 "Purchased Services" Amounts paid for personal services rendered by personnel who are not on the payroll of the LEA, and other services which the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the

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purchase is the service provided in order to obtain the desired results.

- 310 "Professional and Technical Services" Services which by their nature can be performed only by persons with specialized skills and knowledge.
- 311 "Professional Services - Administrative" Services provided in support of various policy-making and managerial activities of the LEA. Included would be management consulting activities oriented to general governance, business and financial management of the LEA, and school management support activities.
- 314 "Professional Services - Instructional" Services provided in support of instructional programs or activities. Included would be counseling and guidance services, library and media support services, curriculum improvement services, and any other contracted services related to the enhancement of the teaching or instructional process.
- 316 "Data Processing/Statistical Services" Services performed by persons, organizations or agencies to provide data processing and/or statistical data. This category includes special services for data processing, programming services, analysis, tabulations, or similar work.
- 317 "Audit/Financial Services" Services performed by auditors, accountants, or firms providing auditing or financial services to the Board of Education.
- 318 "Legal Services" Services rendered in connection with providing counseling and legal services to the Board of Education.
- 319 "Other Professional and Technical Services" Services which are professional and technical in nature which have not been classified

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above, such as athletic officials and service charges on long-term debt.

- 320 "Property Services" Services purchased to operate, repair, maintain and rent property owned and/or used by the LEA. These services are performed by persons other than LEA employees.
- 321 "Sanitation Services" Expenditures for services to provide garbage collection, trash removal, and exterminating services.
- 322 "Cleaning Services" Services purchased to provide cleaning or laundry services and snow removal.
- 323 "Repairs and Maintenance Services" Expenditures for repairs and maintenance services not provided directly by LEA personnel. This includes contracts and agreements covering the upkeep of grounds, buildings, and equipment. (Costs for new construction, renovating and remodeling are not included here, but are considered under Capital Outlay.)
- 325 "Rentals" Expenditures for leasing or renting supplies, land, buildings, and equipment for both temporary and long-range use of the LEA. This includes bus and other vehicle rental when operated by the LEA, lease of data processing equipment, lease-purchase arrangements, and similar rental agreements. Costs for single agreements covering equipment as well as operators are not included here, but are considered elsewhere under Purchased Services (see Transportation, Printing and Binding, Public Utility Services, Repairs and Maintenance Services).
- 329 "Other Property Services" Property Services purchased which are not classified above.
- 330 "Transportation Services" Expenditures for transporting children to school and official travel of LEA employees.

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331 "Pupil Transportation" Expenditures to persons or agencies for the purpose of transporting children to school. These include those expenditures to individuals who transport themselves or their own children or to those children for reimbursement of transportation expenses on a public carrier. Expenditures for the rental of buses which are operated by personnel on the LEA payroll are not recorded here; they are recorded under Purchased Services - Rentals.

332 "Travel" Expenditures for transportation, meals, hotel, and other expenses associated with traveling or business for the LEA. Payments for "per Diem" in lieu of reimbursements for subsistence (room and board) also are charged here.

339 "Other Transportation Services" Transportation services other than those classified above.

340 "Communication" Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.

350 "Advertising" Expenditures for printed or broadcasted announcements in professional periodicals and newspapers or by way of radio and television networks. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment sales, and sale of other objects. Costs for professional fees for advertising or public relation services are not recorded here but are charged to professional services.

360 "Printing and Binding" Expenditures for job printing and binding, usually according to specifications of the LEA. This includes the design and printing of forms and posters as well as printing and binding of LEA

publications. Preprinted standard forms are not charged here, but are recorded under Supplies and Materials.

370 "Water/Sewer Service" Expenditures to a utility company for water and sewage services.

380 "Insurance (Other than employee benefits)" Insurance purchased to protect school board members against loss due to accident or neglect. Expenditures for all types of insurance including liability insurance, property insurance, bond premiums, vehicle insurance, pupil transportation insurance, worker's compensation insurance, and unemployment compensation insurance. (Payments for insurance such as health, life, and dental are employee benefits, and charged under the "200" Objects - Employee Benefits.) Applicable functional areas are charged.

390 "Other Purchased Services" Expenditures for all other purchased services not included above, such as election judges.

400 "Supplies and Materials" Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

It should be noted that a more thorough classification of expenditures will be achieved by identifying the object with the function; for example, the type of supplies, such as audiovisual supplies or classroom teaching supplies. Should greater detail be desired, the expenditure classification may include subject matter area: mathematics; or a particular supply object can be broken into further subdivisions.

410 "General Supplies" Expenditures for all supplies for the operation of an LEA including workbooks, freight, and cartage.

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- 420 "Textbooks" Expenditures for prescribed books which are purchased for pupils or groups of pupils, and resold or furnished free to them. This category includes the cost of textbook binding or repairs, as well as the net amount of textbooks which are purchased to be resold or rented.
- 430 "Library Books" Expenditures for regular or incidental purchases of library books available for general use by students, including any reference books, even though such reference books may be used solely in the classroom. Also recorded here are costs of binding or other repairs to school library books. The initial purchase of books for a new school library or any materials accessions involving an expansion of the library are recorded under Capital Outlay.
- 440 "Periodicals" Expenditures for periodicals and newspapers for general use. A periodical is defined as any publication appearing at regular intervals of less than a year and continuing for an indefinite period.
- 450 "Warehouse Inventory Adjustment" Expenditures which are the result of a deficit usually found in an audit or count of items held in a store or warehouse inventory. Expenditures for the purchase of these items are generally debited to an Asset account, Inventory of Supplies, and are charged to the proper appropriation as they are requisitioned. Only a loss should be charged to this account. If the physical inventory reflects an average surplus in items, the excess is debited to the Asset account; Inventory.
- 460 "Energy" Expenditures for energy costs, including electricity, gas, oil, coal, gasoline, and other services or supplies related to energy and/or utility costs from a private utility service or public supply company. Included are the transportation

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- costs involved in securing these products or services.
- 461 "Bottled Gas" Expenditures for bottled gas, such as propane gas received in tanks.
- 462 "Oil" Expenditures for bulk oil normally used for heating purposes.
- 463 "Coal" Expenditures for coal normally used for heating purposes.
- 464 "Gasoline" Expenditures for gasoline purchased in bulk or periodically from a gasoline service station or supplier.
- 465 "Natural Gas" Expenditures for gas utility services from a private or public utility company.
- 466 "Electricity" Expenditures for electric services from a private or public utility company.
- 469 "Other Energy Costs" Other energy supplies and/or utility costs not identified above.
- 470 "Software" Expenditures for the purchase of computer software supplies.
- 490 "Other Supplies and Materials" Expenditures for all other Supplies and Materials not included above.
- 500 "Capital Outlay" Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; additional equipment; and replacement of equipment.
- 510 "Land" Expenditures for the purchase of land.
- 520 "Buildings" Expenditures for acquiring buildings and additions, either existing or

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to be constructed. Included are expenditures for installment or lease payments (except interest) which have a terminal date and result in the acquisition of buildings, except payments to public school housing authorities or similar agencies. Expenditures for major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings are also included.

530

"Improvements Other Than Buildings" Expenditures for the initial and additional improvement of sites and adjacent ways after acquisition by the LEA, consisting of such work as grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; initial surfacing and soil treatment of athletic fields and tennis courts; furnishing and installing for the first time fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work. Special assessments against the LEA for capital improvements such as streets, curbs, and drains are also recorded here.

540

"Equipment" Expenditures for the initial, additional, and replacement items of equipment, such as furniture and machinery. In order to differentiate between initial or additional equipment purchases and replacement equipment purchases, subaccounts could be established with those titles.

550

"Vehicles" Expenditures for the purchase of conveyances to transport persons or objects.

590

"Other Capital Outlay" Expenditures for all other Capital Outlay not classified above.

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600

"Other Objects" Amounts paid for goods and services not otherwise classified above.

610

"Redemption of Principal" Expenditures which are from current funds to retire the principal of bonds.

620

"Interest" Expenditures from current funds for interest on serial bonds, tax anticipation notes, tax anticipation warrants and teachers' orders.

630

"Housing Authority Obligations" A public school housing authority is a public corporation or quasi-public corporation having power to perform one or more of the following functions: issue authority bonds for public school purposes, construct public school buildings, lease public school buildings to local public school administrative units, or transfer titles to such units. All expenditures of this nature are classified in this category.

640

"Dues and Fees" Expenditures for assessments or membership in professional or other organizations or associations.

650

"Judgments" Expenditures from current funds for judgments against the LEA that are not covered by liability insurance, but are of the type that might have been covered by insurance. Amounts paid as the result of a court decision are recorded here, and charged to the board function. (Judgments against the LEA resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due.)

690

"Miscellaneous Objects" Other objects which cannot be classified elsewhere. Included are taxes on real estate owned by the LEA.

700

"Transfers" This object category does not represent a purchase; rather, it shows that funds have been transferred in some manner.

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Included here are transactions for moving money from one fund to another and for transmitting flow-through funds to another LEA.

710

"Fund Modifications" This category represents transactions of conveying money from one fund to another.

720

"Transits" This category represents flow-through funds that one LEA receives as a part of a specific grant and then transfers to one or more other LEAs.

800

"Tuition" Expenditures to reimburse other educational agencies for services rendered to students residing within the legal boundaries described for the paying LEA. Payments to private educational facilities should be charged to the appropriate instructional function; payments to other public LEAs shall be charged to the appropriate function within the 4000 series of function numbers.

"Job Classification Activity"

The job classification activity dimension can be used to further define salary object numbers, but should not be used with any of the other object numbers. This classification code can be adapted to each LEA's needs, depending upon its size and internal reporting needs. A very large district with many job classifications may need to use the total three-digit number. The one-digit job classification numbers, shown below, can be used in conjunction with appropriate object numbers by changing the last digit of each salary object code (the zero) to the number needed to signify the correct job classification. Examples: #111=A regular Administrative Salary; #115=A regular Clerical Salary; and #125=A temporary Clerical Salary.

"Code"

"Descriptor"

1

"Official/Administrative" Assignments comprising the various skill levels required to perform management activities, such as developing broad policies for the LEA and executing these policies through direction of staff members at all levels of the LEA. Those activities performed directly for

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policymakers are also included here. This classification includes the districtwide administrators and Board of Education members.

101

"Administrative Assistant Assignment"

102

"Administrative Intern Assignment"

103

"Assistant Deputy/Associate Superintendent Assignment"

104

"Assistant Principal Assignment"

105

"Board of Education Member Assignment"

106

"Foreman Assignment"

107

"Ombudsman Assignment"

108

"Principal Assignment"

109

"Superintendent Assignment"

110

"Supervising/Managing/Directing Assignment"

2

"Professional-Educational" Assignments requiring a high degree of knowledge and teaching skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience), including skills in the field of education or educational psychology. Included are teachers, remedial specialists, curriculum specialists, counselors and library/media specialists.

201

"Curriculum Specialist Assignment"

202

"Counseling Assignment"

203

"Librarian/Media Assignment"

204

"Remedial Specialist Assignment"

205

"Teaching Assignment"

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3

"Professional-Other" Assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience), but not requiring skills in the field of education. This classification includes nurses, social workers, psychologists, architects, lawyers, physicians and accountants.

- 301 "Accounting Assignment"
- 302 "Analyst Assignment"
- 303 "Architect or Engineer Assignment"
- 304 "Audiologist Assignment"
- 305 "Auditing Assignment"
- 306 "Dentist Assignment"
- 307 "Dietitian/Nutritionist Assignment"
- 308 "Editing Assignment"
- 309 "Evaluating Assignment"
- 310 "Legal Assignment"
- 311 "Negotiating Assignment"
- 312 "Ophthalmologist Assignment"
- 313 "Optometrist Assignment"
- 314 "Personnel Assignment"
- 315 "Physician Assignment"
- 316 "Planning Assignment"
- 317 "Psychiatrist Assignment"
- 318 "Psychologist Assignment"
- 319 "Public/Community Relations Assignment"

4

"Technical" Assignments requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of post high school education, such as is offered in junior/community colleges and technical institutes, or through equivalent special study and/or on-the-job training. This classification includes interns, aides, computer operators and practical nurses.

- 401 "Audiometrist Assignment"
- 402 "Computer Operating Assignment"
- 403 "Dental Hygienist Assignment"
- 404 "Graphic Arts Assignment"
- 405 "Inspector Assignment"
- 406 "Practical Nursing Assignment"
- 407 "Programming Assignment"
- 408 "Psychometrist Assignment"
- 409 "Purchasing Agent Assignment"
- 410 "Student-Teaching Assignment"
- 411 "Teaching Aide Assignment"
- 412 "Teaching Intern Assignment"

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- 320 "Registered Nursing Assignment"
- 321 "Registrar Assignment"
- 322 "Research and Development Assignment"
- 323 "Social Work Assignment"
- 324 "Statistician Assignment"
- 325 "Therapist Assignment"

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5 "Office/Clerical" Assignments to perform the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions, regardless of the level of skills required, where the activities are predominantly non-manual.

501 "Bookkeeping Assignment"

502 "Clerical Assignment"

503 "Messenger Assignment"

504 "Records Managing Assignment"

6 "Craft and Trades" Assignments requiring a relatively high level of manual skill (usually acquired through an extensive period of training) as well as requiring considerable judgment and a comprehensive knowledge of the processes involved in the work.

601 "Carpenter Assignment"

602 "Electrician Assignment"

603 "General Maintenance Assignment"

604 "Masonry Assignment"

605 "Mechanic Assignment"

606 "Painting Assignment"

607 "Plastering Assignment"

608 "Plumbing Assignment"

7 "Operative" Assignments requiring an intermediate level of manual skill (which can be mastered in a few weeks of training) necessary to perform machine operating activities, such as bus driver or truck driver.

702 "Dispatching Assignment"

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703 "Vehicle Operating Assignment"

8 "Laborer" Assignments which generally require no special training. The one fairly common laborer assignment associated with an LEA is groundskeeping; others may be added by the local administrator if needed by a particular LEA.

801 "Groundskeeping Assignment"

9 "Service Work" Assignments, regardless of level of difficulty, which relate to protective and nonprotective supportive services. The list may be expanded as necessary at the discretion of the local administrator.

901 "Attendance Officer Assignment"

902 "Custodian Assignment"

903 "Elevator Operating Assignment"

904 "Food Service Assignment"

905 "Guard/Watchman Assignment"

906 "Monitoring Assignment"

907 "Stores Handling Assignment"

"Term"

Term is a division of the school year (the 12-month period of time denoting the beginning or ending dates for school accounting purposes) which may be divided into regular and summer terms, semesters, trimesters, or quarters. For purposes of this Manual, it is suggested that the following terms be used.

"Code"

1

"Fall Term Day" This is a division which usually begins in August or September and ends in December or January and pupils attend the day sessions.

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- 2 "Fall Term Evening" This is the same as the term above except pupils attend the evening sessions.
- 3 "Winter Term Day" This is a division which usually begins in November or December and pupils attend the day sessions.
- 4 "Winter Term Evening" This is the same as the term above except pupils attend the evening session.
- 5 "Spring Term Day" This is a division which usually begins in January or February and ends in May or June and pupils attend the day sessions.
- 6 "Spring Term Evening" This is the same as the term above except pupils attend the evening session.
- 7 "Summer Term Day" This is a division which usually begins in June and ends in August and pupils attend the day sessions.
- 8 "Summer Term Evening" This is the same as the term above except pupils attend the evening session.

"Subject Matter Area"

Subject Matter Area is a group of closely related subjects. These codes permit the accumulation of costs associated with particular subjects. Additional categories can be added by the LEA if needed.

"Code"

"Descriptor"

- 01 "Agriculture" Programs include: agricultural production; agricultural supplies/services; agricultural mechanics; agricultural products; ornamental horticulture; processing, management, marketing, and services; other agriculture areas (vocational program).

02

"Art" Courses including art history and theory and art instruction. Activities primarily involve visual, tactile and kinesthetic expression.

03

"Business" Courses including accounting; bookkeeping; budget control; business arithmetic or mathematics; business communications; business ethics; business finance; business law; business machines; business psychology; business statistics; office work experience; clerical practice; consumer education; credit and collections; economics; economic geography; exploratory business; filing and record control; general business or introduction to business; insurance and risk; investments; business and management principles; marketing; office practice; personal development and human relations; personal finance; real estate; retailing, selling principles; shorthand, stenographic, and secretarial; typewriting; other business areas.

04

"Marketing and Distribution" Program includes: marketing and distribution courses related to apparel and accessories business and personal service; marketing programs; financial services; floristry, farm and garden supplies; food marketing programs; industrial; retailing programs; general marketing programs; home furnishings and office products; hardware; hospitality and recreation; insurance marketing programs; transportation and travel; vehicles and petroleum; and marketing cooperative education programs (vocational program).

05

"English Language Arts" Courses including language skills; linguistics; literature; composition; speech; dramatic arts.

06

"Foreign (or Second) Languages" Courses including classical languages; modern foreign languages; humanities.

07

"Health Occupations Education" Program includes: dental; medical laboratory

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technology; nursing; radiology; ophthalmic, occupational therapy, respiratory therapy; rehabilitation; physical therapy and other related health occupations (vocational program).

"Health and Safety in Daily Living" Courses in health and safety in daily living designed to promote development in the areas of personal and public health and safety.

"Home Economics" Courses include: food and nutrition; child development; clothing and textiles; living environments; parenting; adult living; resource management; food service management; day care occupations; fashion/fabric coordination (vocational program).

"Industrial Arts" Courses including construction; crafts (industrial); drafting; electricity/electronics; elementary school industrial arts; general industrial arts; graphic arts; home mechanics; industrial arts mathematics; industrial arts science (applied chemistry); industrial arts science (applied physics); industrial materials and processes; manufacturing; metals; plastics; power/automotive mechanics; research and development; service industries; woods; other industrial arts.

"Mathematics" Courses including elementary school mathematics; mathematics for seventh and eighth grades; algebra; algebra and trigonometry (integrated); applied mathematics; calculus; calculus with analytic geometry; computer mathematics; elementary functions; first-year college mathematics for elementary school teachers; general mathematics for elementary school teachers; general mathematics; geometry; introduction to analysis; liberal arts mathematics; probability and statistics; trigonometry; other mathematics.

"Music" Courses including music (general education); music literature and/or history;

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music theory; vocal music; instrumental music; rhythm and body movement; humanities, other music.

"Natural Sciences" Courses including general science (including elementary school sciences); biological sciences; physical sciences; earth-space sciences.

"Business and Office" Courses include: accounting, bookkeeping, and related programs; business computer and console operation; business data entry equipment operation; business data programming; legal secretarial; medical secretarial; clerk/information specialist; general office office cooperative education (vocational program).

"Social Sciences" Courses including anthropology; area studies, citizenship education; economics; geography; history; humanities; philosophy; political science; psychology; and sociology.

"Construction Trades" Programs include: brick, block, and stonemasonry; carpentry; residential/commercial electrician; electrician; lineworker; building maintenance and custodial service; drywall installation; painting and decorating; plumbing, pipefitting, and steamfitting; construction and building trades (vocational program).

"Mechanics and Repairers" Program includes: business machine repair; communication electronics; computer electronics maintenance and repair; industrial electronics; major appliance repair; motor repair; small appliance repair; heating, air conditioning, and refrigeration mechanics; heavy equipment maintenance and repair; industrial machinery maintenance and repair; operation, maintenance, and repair of audio-visual equipment; watch repair; instrument repair; stationary energy sources; vehicle and mobile equipment mechanics and repairers; aircraft

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mechanics; automotive body repair; automotive mechanics; diesel engine mechanics; small engine repair (vocational program).

18 "Precision Production" Program includes: drafting, general; graphic & printing communication; commercial art, commercial photography; lithography, photography, and platemaking; printing press operations; silk screen making and printing; upholstery; precision metal work; foundry work, machine tool operation/machine shop; sheet metal; tool and die making; welding, brazing, and soldering; plastics; millwork and cabinet making (vocational program).

19 "Differentialized Curriculum for Handicapped Pupils" Courses including communication skills; interpersonal and behavioral coping skills; motor skills; perceptual skills; and other differentialized curriculum for handicapped pupils.

20 "Environmental Design" Program includes: interior design (vocational program).

21 "Driver Education" Courses in driver education.

22 "Communication Technologies" Programs include: radio and television production and broadcasting technology (vocational program).

23 "Consumer, Personal, and Miscellaneous Services" Programs include: barbering; cosmetology (vocational program).

24 "Engineering and Engineering-Related Technologies" Programs include: environmental control; quality control technology (vocational program).

25 "Protective Services" Programs include: public service occupations; firefighting (vocational program).

26 "Transportation and Material Moving" Programs include: airplane piloting and

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navigation; mining equipment operation (vocational program).

27 "Business and Management" Program includes: real estate and small business management (vocational program).

28 "Communications" Program includes: advertising (vocational program).

29 "Renewable Natural Resources" Programs that prepare individuals for activities involving the conservation and/or improvement of natural resources such as air, soil, water, land, fish, and wildlife for economic and recreational purposes (vocational program).

30 "Interscholastic Activities" Those extracurricular activities which supplement the regular instructional program such as athletics, band, chorus, and speech.

40 "Junior ROTC" Activities organized into programs of instruction to provide opportunities for students to prepare for and achieve career objectives in selected branches of the military service.

50 "Physical Education" Activities designed to develop physical and mental growth and fitness of individuals. Emphasis is placed on improving the muscles, motor skills, attitudes and habits of conduct.

60 "Special Programs" Vocational orientation course for special education students in a nonmainstreamed environment (vocational program).

61 "Computers" Activities or programs that provide regular instruction in any areas of data processing and/or computer operations.

70 "Cocurricular Activities" Courses including academic cocurricular activities; music cocurricular activities; school and/or public service cocurricular activities; social cocurricular activities.

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"Programs"

This dimension lacks the rigidity and definition found in other dimensions. This is purposeful for it is recognized that it would be impossible to categorize in advance all cost combinations an LEA might want to accumulate in order to attain certain objectives. Program may be defined as a group of interdependent, closely related services and/or activities progressing toward or contributing to a common objective or set of allied objectives.

(Source: Amended at 14 Ill. Reg. 20608 effective Dec. 14, 1990)

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NOTICE OF ADOPTED AMENDMENTS

- 1) The Heading of the Part: Reading Improvement Program
- 2) Code Citation: 23 Ill. Adm. Code 260
- 3) Section Number: Adopted Action:
260.10 Amendment
260.40 Amendment
- 4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 122, par. 2-3.51.
- 5) Effective Date of Amendments: December 14, 1990
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this Amendment contain incorporations by reference?
The rules do not contain an incorporation by reference under Section 6.02(b) of The Illinois Administrative Procedure Act.
- 8) Date Filed in Agency's Principal Office: December 14, 1990
- 9) Notice of Proposal Published in Illinois Register:
May 18, 1990, 14 Ill. Reg. 8424
- 10) Has JCAR issued a Statement of Objections to this (these) rule(s)? No
- 11) Difference(s) between proposal and final version:
The only changes made were in response to the Code Division.
Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreement letter issued by JCAR? None were requested.
- 13) Will this amendment replace an emergency amendment currently in effect? No
- 14) Are there any amendments pending on this Part? No

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15) Summary and Purpose of Amendments:

The amendments bring the rules into compliance with P.A. 86-237, which eliminated the phrase, "two-thirds of," from the provision that reimbursements to school districts for reading specialists not exceed "two-thirds of the minimum starting teacher salary."

16) Information and questions regarding this adopted amendment shall be directed to:

Name: James Mendenhall
Address: Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777
Telephone: (217) 782-3810

The full text of the Adopted Amendments begins on the next page:

STATE BOARD OF EDUCATION

NOTICE OF ADOPTED AMENDMENTS

TITLE 23: EDUCATION AND CULTURAL RESOURCES

SUBTITLE A: EDUCATION

CHAPTER I: STATE BOARD OF EDUCATION

SUBCHAPTER g: SPECIAL COURSES OF STUDY

PART 260

READING IMPROVEMENT PROGRAM

Section	Definitions
260.10	Purpose
260.20	Eligible Applicants
260.30	Allowable Expenditures
260.40	Procedure and Criteria for Approval of Applications
260.50	Allocation of Funds
260.60	Distribution of Grant Awards
260.70	

AUTHORITY: Implementing and authorized by Section 2-3.51 of The School Code (Ill. Rev. Stat. 1989, ch. 122, par. 2-3.51).

SOURCE: Emergency rules adopted at 9 Ill. Reg. 15967, effective October 2, 1985, for a maximum of 150 days; adopted at 10 Ill. Reg. 7757, effective April 29, 1986; amended at 14 Ill. Reg. 20714, effective December 14, 1990

NOTE: Capitalization denotes statutory language.

Section 260.10 Definitions

"Aides" means noncertificated personnel employed in the manner provided in 23 Ill. Adm. Code 1.630 (Public Schools Evaluation, Recognition and Supervision) and for the purposes authorized in Section 2-3.51 of The School Code (Ill. Rev. Stat. 1985 1989, ch. 122, par. 2-3.51).

"Books" means items such as library books, textbooks and periodicals, provided that they are an integral part of the district's reading and/or study skills improvement program.

"Other Personnel" means individuals other than reading specialists and teacher aides providing instructional and other services integral to the district's reading and/or study skills improvement program.

"Other printed materials" means items such as reading kits, filmstrips and other audio-visuals and instructional software specifically designated for use

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in a district's reading and/or study skills improvement program.

"Reading Specialist" means a teacher whose major teaching assignment is reading and who is qualified according to the requirements of 23 Ill. Adm. Code 1.740 (Public Schools Evaluation, Recognition and Supervision), or who possesses a special certificate endorsed for teaching reading in accordance with the requirements of 23 Ill. Adm. Code 25.40 (Certification).

"Study Skills" means those strategies and techniques that help a person acquire knowledge and skill for a specific purpose. Study skills commonly include the ability to: follow directions; locate, select, and organize and retain information; and to interpret narrative, graphic and other forms of information.

(Source: Amended at 14 Ill. Reg. 20714, effective Dec. 14, 1999)

Section 260.40 Allowable Expenditures

- a) Allowable expenditures consist of expenditures for reading specialists, teacher aides and other personnel and for the acquisition of books and other printed materials to the extent provided in Section 2-3.51 of The School Code and this Part.
- b) THE STATE BOARD OF EDUCATION IS AUTHORIZED TO HELP MEET A DISTRICT'S COST OF EMPLOYING READING SPECIALISTS, PROVIDED THAT NO SUCH PAYMENT SHALL EXCEED TWO-THIRDS ~~2/3~~ OF THE MINIMUM STARTING TEACHER SALARY IN THE DISTRICT PER READING SPECIALIST SO EMPLOYED, AND PROVIDED FURTHER THAT NO SCHOOL DISTRICT SHALL BE ELIGIBLE TO RECEIVE PAYMENT FOR MORE THAN ONE READING SPECIALIST FOR EACH 15 CERTIFICATED TEACHERS, OR MAJOR FULL-TIME EQUIVALENT PORTION THEREOF, EMPLOYED BY THE DISTRICT FOR CLASSROOM TEACHING OF PUPILS IN KINDERGARTEN THROUGH GRADE SIX.
- c) THE STATE BOARD OF EDUCATION IS AUTHORIZED TO HELP MEET A DISTRICT'S COST OF EMPLOYING TEACHER AIDES, PROVIDED THAT NO SUCH PAYMENT SHALL EXCEED THE LESSER OF THE ACTUAL SALARIES PAID BY A SCHOOL DISTRICT TO ITS TEACHER AIDES EMPLOYED PURSUANT TO THIS PART, OR ONE-THIRD (1/3) OF THE MINIMUM STARTING TEACHER SALARY IN THE DISTRICT PER TEACHER AIDE SO EMPLOYED, AND PROVIDED

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FURTHER THAT NO SCHOOL DISTRICT SHALL BE ELIGIBLE TO BE PAID UNDER THIS SECTION FOR MORE THAN ONE TEACHER AIDE FOR EACH 3 CERTIFICATED TEACHERS EMPLOYED BY THE DISTRICT FOR CLASSROOM TEACHING OF PUPILS IN KINDERGARTEN THROUGH GRADE SIX (Section 2-3.51 of The School Code).

- d) Each person employed as a teacher aide pursuant to this part must work under the supervision of a certificated teacher, and, as a condition precedent to such employment, either shall have earned at least 30 semester hours of college credit or shall have successfully completed a Teacher Aide Program at an institution approved by the State Board of Education pursuant to 23 Ill. Adm. Code 25.540 (Certification).

(Source: Amended at 14 Ill. Reg. 20714, effective Dec. 14, 1999)

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14) Are there any amendments pending on this Part? Yes.

Section Numbers: 304.211 Proposed Action: New Section Ill. Reg. Citation: June 20, 1990; 14 Ill. Reg. 9700

15) Summary and Purpose of Rule(s):

The rule grants site specific relief from the phosphorus effluent limitations set forth at 35 Ill. Adm. Code 304.123 for the City of Pana's wastewater treatment plant. The relief given sets this discharge effluent limitation at 2.8 mg/L of phosphorus as P. The current standard is 1.0 mg/L.

16) Information and questions regarding this adopted rule shall be directed to:

Mark P. Miller
100 W. Randolph Street
State of Illinois Center
Suite 11-500
Chicago, IL 60601
(312) 814-3620

The full text of the adopted rule(s) begins on the following page:

POLLUTION CONTROL BOARD
NOTICE OF ADOPTED AMENDMENTS

1) The Heading of the Part: EFFLUENT STANDARDS

2) The Code Citation: 35 Ill. Adm. Code 304

3) Section Number: 304.218 Adopted Action: New Section

4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 111 1/2, pars. 1013 and 1027

5) Effective Date of Rule(s) (Amendments, Repealer): December 11, 1990

6) Does this rulemaking contain an automatic repeal date? No.

If so, please specify date: _____

7) Does this rule (amendment, repealer) contain incorporations by reference? No

If "yes," was a copy of the approval form issued by JCAR attached to this rulemaking?

8) Date Filed in Agency's Principal Office: November 8, 1990

9) Notice(s) of Proposal Published in Illinois Register: 14 Ill. Reg. 11093; (July 13, 1990)

10) Has JCAR issued a Statement of Objections to this (these) rule(s)? If answer is "yes," please complete the following:

A) Statement of Objection: _____, _____ Ill. Reg.

B) Agency Response: _____, _____ Ill. Reg. _____.

C) Date Agency Response Submitted for Approval to JCAR: _____.

11) Difference(s) between proposal and final version: No changes to rule; editorial changes to source note only as per agreement with JCAR.

12) Have all the changes agreed upon by the Agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes.

13) Will this rule (amendments, repealer) replace an emergency rule currently in effect? No.

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TITLE 35: ENVIRONMENTAL PROTECTION

SUBTITLE C: WATER POLLUTION

CHAPTER I: POLLUTION CONTROL BOARD

PART 304

EFFLUENT STANDARDS

SUBPART A: GENERAL EFFLUENT STANDARDS

Section
304.101
304.102
304.103
304.104
304.105
304.106
304.120
304.121
304.122
304.123
304.124
304.125
304.126
304.140
304.141
304.142

Preamble
Dilution
Background Concentrations
Averaging
Violation of Water Quality Standards
Offensive Discharges
Deoxygenating Wastes
Bacteria
Nitrogen (STORET number 00610)
Phosphorus (STORET number 00665)
Additional Contaminants
pH
Mercury
Delays in Upgrading (Repealed)
NPDES Effluent Standards
New Source Performance Standards (Repealed)

SUBPART B: SITE SPECIFIC RULES AND
EXCEPTIONS NOT OF GENERAL APPLICABILITY

Section
304.201

Wastewater Treatment Plant Discharges of The Metropolitan Sanitary District of Greater Chicago
Chlor-alkali Mercury Discharges in St. Clair County
Copper Discharges by Olin Corporation
Schoenberger Creek: Groundwater Discharges
John Deere Foundry Discharges
Alton Water Company Treatment Plant Discharges
Galesburg Sanitary District Deoxygenating Wastes Discharges
City of Lockport Treatment Plant Discharges
Wood River Station Total Suspended Solids Discharges
Alton Wastewater Treatment Plant Discharges
Sanitary District of Decatur Discharges
Union Oil Refinery Ammonia Discharge
Mobil Oil Refinery Ammonia Discharge
City of Tuscola Wastewater Treatment Facility Discharges
Newton Station Suspended Solids Discharges

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City of Pana Phosphorus Discharge

North Shore Sanitary District Phosphorus Discharges

East St. Louis Treatment Facility, Illinois-American Water Company

Ringwood Drive Manufacturing Facility in McHenry County

Intermittent Discharge of TRC

SUBPART C: TEMPORARY EFFLUENT STANDARDS

Section
304.301
304.302

Exception for Ammonia Nitrogen Water Quality Violations
City of Joliet East Side Wastewater Treatment Plant

APPENDIX A Reference to Previous Rules

AUTHORITY: Implementing Section 13 and authorized by Section 27 of the Environmental Protection Act (Ill. Rev. Stat. 1989, ch. 111 1/2, pars. 1013 and 1027).

SOURCE: Filed with the Secretary of State January 1, 1978; amended at 2 Ill. Reg. 30, p. 343, effective July 27, 1978; amended at 2 Ill. Reg. 44, p. 151, effective November 2, 1978; amended at 3 Ill. Reg. 20, p. 95, effective May 17, 1979; amended at 3 Ill. Reg. 25, p. 190, effective June 21, 1979; amended at 4 Ill. Reg. 20, p. 53, effective May 7, 1980; amended at 6 Ill. Reg. 563, effective December 24, 1981; codified at 6 Ill. Reg. 7818; amended at 6 Ill. Reg. 11161, effective September 7, 1982; amended at 6 Ill. Reg. 13750, effective October 26, 1982; amended at 7 Ill. Reg. 3020, effective March 4, 1983; amended at 7 Ill. Reg. 8111, effective June 23, 1983; amended at 7 Ill. Reg. 14515, effective October 14, 1983; amended at 7 Ill. Reg. 14910, effective November 14, 1983; amended at 8 Ill. Reg. 1600, effective January 18, 1984; amended at 8 Ill. Reg. 3687, effective March 14, 1984; amended at 8 Ill. Reg. 8237, effective June 8, 1984; amended at 9 Ill. Reg. 1379, effective January 21, 1985; amended at 9 Ill. Reg. 4510, effective March 22, 1985; peremptory amendment at 10 Ill. Reg. 456, effective December 23, 1985; amended at 11 Ill. Reg. 3117, effective January 28, 1987; amended in R84-13 at 11 Ill. Reg. 7291, effective April 3, 1987; amended in R86-17(A) at 11 Ill. Reg. 14748, effective August 24, 1987; amended in R84-16 at 12 Ill. Reg. 2445, effective January 15, 1988; amended in R83-23 at 12 Ill. Reg. 8658, effective May 10, 1988; amended in R87-27 at 12 Ill. Reg. 9905, effective May 27, 1988; amended in R82-7 at 12 Ill. Reg. 10712, effective June 9, 1988; amended in R85-29 at 12 Ill. Reg. 12064, effective July 12, 1988; amended in R87-22 at 12 Ill. Reg. 13966, effective August 23, 1988; amended in R86-3 at 12 Ill. Reg. 20126, effective November 16, 1988; amended in R84-20 at 13 Ill. Reg. 851, effective January 9, 1989; amended in R85-11 at 13 Ill. Reg. 2060, effective February 6, 1989; amended in R88-1 at 13 Ill. Reg. 5976, effective April 18, 1989; amended in R86-17B at 13 Ill. Reg. 7754, effective May 4, 1989; amended in R88-22 at 13 Ill. Reg. 8880, effective May 26, 1989; amended in R87-6 at 14 Ill. Reg. 6777, effective April 24, 1990; amended in R87-36 at

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14 Ill. Reg. 9437, effective June 15, 1990; amended in R86-14 at 14 Ill. Reg. 9700, effective June 20, 1990; amended in R88-21(B) at 14 Ill. Reg. 12538, effective July 18, 1990; amended in R84-44 at 14 Ill. Reg. 20719, effective December 11, 1990.

SUBPART B: SITE-SPECIFIC RULES AND
EXCEPTIONS NOT OF GENERAL APPLICABILITY

304.218 City of Pana Phosphorus Discharge

The general effluent standard for phosphorus as P contained in Section 304.123 shall not apply to discharges from the City of Pana wastewater treatment plant. Instead these discharges shall comply with an effluent limitation of 2.8 mg/l phosphorus as P as measured at the point of discharge.

1990 (Source: Added at 14 Ill. Reg. 20719, effective December 11, 1990)

POLLUTION CONTROL BOARD

NOTICE OF ADOPTED AMENDMENTS

- 1) The Heading of the Part: Water Use Designations and Site-Specific Water Quality Standards
- 2) Code Citation: 35 Ill. Adm. Code 303
- 3) Section Number: 303.431
Adopted Action: Add
- 4) Statutory Authority: Ill. Rev. Stat. 1987, ch. 111½ pars. 1013 and 1027
- 5) Effective Date of Rules(s) (Amendments, (Repealer): December 18, 1990.
- 6) Does this rulemaking contain an automatic repeal date?: No
If so, please specify date:
- 7) Does this rule (amendment, repealer) contain incorporations by reference? No
If "yes," was a copy of the approval form issued by JCAR attached to this rulemaking?
- 8) Date Filed in Agency's Principal Office: March 31, 1986
- 9) Notice(s) of Proposal Published in Illinois Register: 14 Ill. Reg. 9784, June 22, 1990.
- 10) Has JCAR issued a Statement of Objections to this (these) Rule(s)? The Board received a Letter of No Objection on Nov. 20, 1990.
- 11) Difference(s) between proposal and final version: The numeric limitations for TDS and chloride were increased as follows:
Section 303.431 Long Point Slough and Its Unnamed Tributary

The general use water quality standards for total dissolved solids and for chloride contained in Section 302.208 shall not apply to Long Point Slough and its unnamed tributary, which receive discharges from the Illiopopolis, Illinois facility of Borden Chemicals and Plastics Operating Limited Partnership, from the outfall of that facility to the point of the confluence of the

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unnamed tributary downstream with the Sangamon River. Instead this water shall comply with a total dissolved solids standard of ~~27500~~ 3,000 mg/l and chloride standard of ~~800~~ 900 mg/l.

12) Have all the changes agreed upon by the Agency and JCAR been made as indicated in the agreement letter issued by JCAR?
Yes

13) Will this rule (amendments, repealer) replace any emergency rule currently in effect? No

14) Are there any amendments pending on this Part? Yes, in R89-14.

Section Numbers:	Proposed Action:	Ill. Reg. Citation:
303.203	Amend	14 Ill. Reg. 17862, Nov. 2, 1990

15) Summary and Purpose of Rule(s):

This matter comes to the Board on a petition for site-specific rulemaking filed March 31, 1986. The rulemaking relates to the Illiopolis, Illinois plant of Borden Chemicals and Plastics Operating Limited Partnership, which produces polyvinyl chloride resins, polyvinyl acetate emulsions, and polyvinyl chloride plastic film. The plant presently employs in the range of 300 people.

The wastewater effluent from Borden's plant contains elevated levels of total dissolved solids ("TDS") and chloride, largely due to wastewater from the air pollution control equipment which Borden installed to comply with the National Emission Standards for Hazardous Air Pollutants ("NESHAPS") promulgated for vinyl chloride pursuant to Section 301(a) of the Clean Air Act. The plant discharges approximately 800,000 gallons of effluent per day into an unnamed tributary, which drains into Long Point Slough, which flows into the west branch of the Old River, and then to the Sangamon River.

The primary regulation affecting this proceeding is 35 Ill. Adm. Code 302.208. That regulation provides that concentrations of TDS shall not exceed 1000 mg/l and concentrations of chloride shall not exceed 500 mg/l. The other regulatory provision of concern is 35 Ill. Adm. Code 304.105 which provides that no effluent shall, alone or in combination with other sources, cause a violation of any applicable water quality standard.

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The Board concluded that it is technically feasible, but not economically reasonable for Borden to comply with the existing standards. Therefore, the Board adopted regulatory language to provide site-specific relief to Borden. Borden, the Agency, and the DENR all generally supported adoption of amended regulatory language to provide relief to Borden.

The new language will amend Part 304; Subpart B. It will provide that the effluent standards for TDS and chloride shall be established at daily maximum limitations of 3,000 mg/l and 900 mg/l, respectively.

This regulatory proposal is intended to apply from the point of Borden's discharge in the unnamed tributary, downstream to the confluence with the Sangamon River. It is intended to insulate Borden only while the effluent discharges of TDS and chloride in the stretch of water remain within the above limitations. If either of those values is exceeded, Borden would be subject to enforcement, or additional permit controls.

16) Information and questions regarding this adopted rule shall be directed to:

Margaret Dolan Fliss
100 W. Randolph Street
State of Illinois Center
Suite 11-500
Chicago, IL 60601
(312) 814-6062

The full text of the adopted rule(s) begins on the following page:

POLLUTION CONTROL BOARD

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TITLE 35: ENVIRONMENTAL PROTECTION
SUBTITLE C: WATER POLLUTION
CHAPTER I: POLLUTION CONTROL BOARD

PART 303

WATER USE DESIGNATIONS AND SITE SPECIFIC
WATER QUALITY STANDARDS

SUBPART A: GENERAL PROVISIONS

Section
303.100
303.101
303.102

Scope and Applicability
Multiple Designations
Rulemaking Required

SUBPART B: NONSPECIFIC WATER USE DESIGNATIONS

Section
303.200
303.201
303.202
303.203
303.204

Scope and Applicability
General Use Waters
Public and Food Processing Water Supplies
Underground Waters
Secondary Contact and Indigenous Aquatic Life Waters

SUBPART C: SPECIFIC USE DESIGNATIONS AND SITE SPECIFIC
WATER QUALITY STANDARDS

Section
303.300
303.301
303.311
303.312
303.321
303.322
303.323
303.331
303.341
303.351
303.352

Scope and Applicability
Organization
Ohio River Temperature
Waters Receiving Fluorspar Mine Drainage
Wabash River Temperature
Unnamed Tributary of the Vermillion River
Sugar Creek and Its Unnamed Tributary
Mississippi River North Temperature
Mississippi River North Central Temperature
Mississippi River South Central Temperature
Unnamed Tributary of Wood River Creek

303.353 Shoenberger Creek; Unnamed Tributary of Cahokia Canal
303.361 Mississippi River South Temperature
303.430 Unnamed Tributary to Dutch Creek
303.431 Long Point Slough and Its Unnamed Tributary
303.441 Secondary Contact Waters
303.442 Waters Not Designated for Public Water Supply
303.443 Lake Michigan

POLLUTION CONTROL BOARD

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SUBPART D: THERMAL DISCHARGES

Section
303.500
303.502

Scope and Applicability
Lake Sangchris Thermal Discharges

Appendix A References to Previous Rules
Appendix B Sources of Codified Sections

AUTHORITY: Implementing Section 13 and authorized by Section 27 of the Environmental Protection Act (Ill. Rev. Stat. 1989, ch. 111, pars. 1013 and 1027).

SOURCE: Filed with the Secretary of State January 1, 1978; amended at 2 Ill. Reg. 27, p. 221, effective July 5, 1978; amended at 3 Ill. Reg. 20, p. 95, effective May 17, 1979; amended at 5 Ill. Reg. 11592, effective October 19, 1981; codified at 6 Ill. Reg. 7818; amended at 6 Ill. Reg. 11161, effective September 7, 1982; amended at 7 Ill. Reg. 8111, effective June 23, 1983; amended in R87-27 at 12 Ill. Reg. 9917, effective May 27, 1988; amended in R87-2 at 13 Ill. Reg. 15649, effective September 22, 1989; amended in R87-36 at 14 Ill. Reg. 9460, effective May 31, 1990; amended in R86-14 at 14 Ill. Reg. 20724, effective December 18, 1990.

Section 303.431 Long Point Slough and Its Unnamed Tributary

The general use water quality standards for total dissolved solids and for chloride contained in Section 302.208 shall not apply to Long Point Slough and its unnamed tributary, which receive discharges from the Illiopollis, Illinois facility of Borden Chemicals and Plastics Operating Limited Partnership, from the outfall of that facility to the point of the confluence of the unnamed tributary downstream with the Sangamon River. Instead this water shall comply with a total dissolved solids standard of 3,000 mg/l and a chloride standard of 900 mg/l.

(Source: Added at 14 Ill. Reg. 20724, effective Dec. 18, 1990)

DEPARTMENT OF PUBLIC AID

NOTICE OF ADOPTED AMENDMENTS

1) The Heading of the Part: MEDICAL PAYMENT

2) Code Citation: 89 Ill. Adm. Code 140

3) Section Numbers: Adopted Action:

140.529 Amendment

140.539 Amendment

4) Statutory Authority:

89 Ill. Adm. Code 140.529

Sections 5-5 et seq. and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, Ch. 23, Pars. 5-5 et seq. and 12-13)

89 Ill. Adm. Code 140.539

Sections 5-5.1 et seq. and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, Ch. 23, Pars. 5-5.1 et seq. and 12-13)

5) Effective Date of Adopted Amendments: December 12, 1990

6) Does this rulemaking contain an automatic repeal date?

Yes ☐ No ☒

7) Do these Adopted Amendments contain incorporations by reference? No

8) Date Filed in Agency's Principal Office: December 12, 1990

9) Notice of Proposal Published in Illinois Register:

89 Ill. Adm. Code 140.529

July 20, 1990 (14 Ill. Reg. 11672)

89 Ill. Adm. Code 140.539

July 6, 1990 (14 Ill. Reg. 10629)

10) Has JCAR issued a Statement of Objections to these Adopted Amendments? No

11) Difference between proposal and final version:

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89 Ill. Adm. Code 140.529

Capitalized "to" in Section 140.529(g)(1) (first word).

Added "of receipt of the request" between "days" and "that" in Section 140.529(g)(3).

Added a period after the sentence in Section 140.529(g)(6).

89 Ill. Adm. Code 140.539

In Section 140.539(a) corrected the misplaced language.

In Section 140.539(a)(1) "(77 Ill. Adm. Code 395.300)" was added after the word "Health".

In Section 140.539(b)(1) "(77 Ill. Adm. Code 395.300)" was added after the word "reimbursable".

In Section 140.539(b)(1) "(77 Ill. Adm. Code 395.400(g))" was added after the word "grade".

In Section 140.539(b)(6) "(77 Ill. Adm. Code 395.400(g))" was added after the word "grade".

In Section 140.539(b) the language has been revised to remove the specific charge of \$50.00 and replaced with "... the current fee charged by the Department of Public Health approved testing service".

12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes

13) Will these Adopted Amendments replace Emergency Amendments currently in effect? No

14) Are there any Amendments pending on this Part? Yes

Section Numbers	Proposed Action	Illinois Register Citation
140.17	Amendment	November 30, 1990 (14 Ill. Reg. 18982)
140.71	New Section	December 21, 1990 (14 Ill. Reg. 20170)
140.457	New Section	December 21, 1990 (14 Ill. Reg. 20170)

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Section Numbers	Proposed Action	Illinois Register Citation
140.458	New Section	December 21, 1990 (14 Ill. Reg. <u>20170</u>)
140.459	New Section	December 21, 1990 (14 Ill. Reg. <u>20170</u>)
140.485	Amendment	September 7, 1990 (14 Ill. Reg. 14317)
140.486	Repealed	September 7, 1990 (14 Ill. Reg. 14317)
140.487	Amendment	September 7, 1990 (14 Ill. Reg. 14317)
140.488	Amendment	September 7, 1990 (14 Ill. Reg. 14317)
140.490	Amendment	December 7, 1990 (14 Ill. Reg. <u>19132</u>)
140.523	Amendment	September 14, 1990 (14 Ill. Reg. 14681)
140.562	Amendment	August 31, 1990 (14 Ill. Reg. 13963)
140.850	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.855	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.860	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.865	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.870	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.875	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.880	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)

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Section Numbers	Proposed Action	Illinois Register Citation
140.885	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.890	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140.895	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140. Table A	Amendment	September 7, 1990 (14 Ill. Reg. 14317)
140. Table K	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)
140. Table L	New Section	December 14, 1990 (14 Ill. Reg. <u>19592</u>)

15) Summary and Purpose of Adopted Amendments:

89 Ill. Adm. Code 140.529

This proposed rule establishes criteria for a facility to request an interim QUIP assessment for a midyear QUIP update. With the change to an annual IOC survey and QUIP review, this revision provides a procedure for facilities to follow if they feel that the rate needs to be modified.

89 Ill. Adm. Code 140.539

This revision is adding guidelines for nurse's aide testing as mandated under OBRA. These guidelines cover the requirements for reimbursement by the Department for the nurse's aide testing. Also included is a deletion of outdated information.

16) Information and questions regarding these Adopted Amendments shall be directed to:

Name: Daniel Leikvold, Staff Attorney
Office of the General Counsel

Address: Jesse B. Harris Building II
100 South Grand Avenue East
Springfield, Illinois 62762-0001

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Telephone: (217) 782-1233

The full text of the Adopted Amendments begin on the next page:

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NOTICE OF ADOPTED AMENDMENTS

TITLE 89: SOCIAL SERVICES
CHAPTER I: DEPARTMENT OF PUBLIC AID
SUBCHAPTER d: MEDICAL PROGRAMS

PART 140
MEDICAL PAYMENT

SUBPART A: GENERAL PROVISIONS

Section

140.1
140.2
140.3

Incorporation By Reference

Medical Assistance Programs

Covered Services Under The Medical Assistance Programs for AFDC, AFDC-MANG, AABD, AABD-MANG, RRP, Individuals Under Age 18 Not Eligible for AFDC, Pregnant Women Who Would Be Eligible if the Child Were Born and Pregnant Women and Infants Under Age One Year Who Do Not Qualify As Mandatory Categorically Needy

140.4

Covered Medical Services Under AFDC-MANG for non-pregnant persons who are 18 years of age or older (Repealed)

140.5

Covered Medical Services Under GA and AMI

140.6

Medical Services Not Covered

140.7

Medical Assistance Provided to Individuals Under the Age of Eighteen Who Do Not Qualify for AFDC and Children Under Age Six

140.8

Medical Assistance For Qualified Severely Impaired Individuals

140.9

Medical Assistance for a Pregnant Woman Who Would Not Be Categorically Eligible for AFDC/AFDC-MANG if the Child Were Already Born Or Who Do Not Qualify As Mandatory Categorically Needy

140.10

Medical Assistance Provided to Incarcerated Persons

SUBPART B: MEDICAL PROVIDER PARTICIPATION/DRUG MANUAL

Section

140.11
140.12
140.13
140.14
140.15
140.16
140.17

Enrollment Conditions for Medical Providers

Participation Requirements for Medical Providers

Definitions

Denial of Application to Participate in the Medical Assistance Program

Recovery of Money

Termination of a Vendor's Eligibility to Participate in the Medical Assistance Program
Suspension of a Vendor's Eligibility to Participate in the Medical Assistance Program

DEPARTMENT OF PUBLIC AID

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Section
140.18 Effect of Termination on Individuals Associated with Vendor
140.19 Application to Participate or for Reinstatement
Subsequent to Termination, Suspension or Barring
140.20 Submittal of Claims
140.21 Covered Medicaid Services for Qualified Medicare
Beneficiaries (QMBs)
140.22 Magnetic Tape Billings
140.23 Payment of Claims
140.24 Payment Procedures
140.25 Overpayment or Underpayment of Claims
140.26 Payment to Factors Prohibited
140.27 Assignment of Vendor Payments
140.28 Record Requirements for Medical Providers
140.29 Audits
140.30 False Reporting and Other Fraudulent Activities
140.35 Prior Approval for Medical Services or Items
140.40 Prior Approval in Cases of Emergency
140.41 Limitation on Prior Approval
140.42 Post Approval for Items or Services When Prior
Approval Cannot Be Obtained
140.43 Drug Manual (Recodified)
140.71 Drug Manual (Recodified)
140.72 Drug Manual (Recodified)
140.73 Drug Manual Updates (Recodified)

SUBPART C: HOSPITAL SERVICES

Section
140.94 Hospital Services (Recodified)
140.95 Participation (Recodified)
140.96 General Requirements (Recodified)
140.97 Special Requirements (Recodified)
140.98 Covered Hospital Services (Recodified)
140.99 Hospital Services Not Covered (Recodified)
140.100 Limitation On Hospital Services (Recodified)
140.101 Transplants (Recodified)
140.102 Heart Transplants (Recodified)
140.103 Liver Transplants (Recodified)
140.104 Bone Marrow Transplants (Recodified)
140.110 Disproportionate Share Hospital Adjustments
(Recodified)
140.116 Payment for Inpatient Services for GA (Recodified)
140.117 Hospital Outpatient and Clinic Services (Recodified)
140.200 Payment for Hospital Services During Fiscal Year
1982 (Recodified)
140.201 Payment for Hospital Services After June 30, 1982
(Repealed)

DEPARTMENT OF PUBLIC AID

NOTICE OF ADOPTED AMENDMENTS

Section
140.202 Payment for Hospital Services During Fiscal Year
1983 (Recodified)
140.203 Limits on Length of Stay by Diagnosis (Recodified)
140.300 Payment for Pre-operative Days and Services Which
Can Be Performed in an Outpatient Setting
(Recodified)
140.350 Copayments (Recodified)
140.360 Payment Methodology (Recodified)
140.361 Non-Participating Hospitals (Recodified)
140.362 Pre July 1, 1989 Services (Recodified)
140.363 Post June 30, 1989 Services (Recodified)
140.364 Prepayment Review (Recodified)
140.365 Base Year Costs (Recodified)
140.366 Restructuring Adjustment (Recodified)
140.367 Inflation Adjustment (Recodified)
140.368 Volume Adjustment (Repealed)
140.369 Groupings (Recodified)
140.370 Rate Calculation (Recodified)
140.371 Payment (Recodified)
140.372 Review Procedure (Recodified)
140.373 Utilization (Repealed)
140.374 Alternatives (Recodified)
140.375 Exemptions (Recodified)
140.376 Utilization, Case-Mix and Discretionary Funds
(Repealed)
140.390 Subacute Alcoholism and Substance Abuse Services
(Recodified)
140.391 Definitions (Recodified)
140.392 Types of Subacute Alcoholism and Substance Abuse
Services (Recodified)
140.394 Payment for Subacute Alcoholism and Substance Abuse
Services (Recodified)
140.396 Rate Appeals for Subacute Alcoholism and Substance
Abuse Services (Recodified)
140.398 Hearings (Recodified)

SUBPART D: PAYMENT FOR NON-INSTITUTIONAL SERVICES

Section
140.400 Payment to Practitioners, Nurses and Laboratories
140.410 Physicians' Services
140.411 Covered Services By Physicians
140.412 Services Not Covered By Physicians
140.413 Limitation on Physician Services
140.414 Requirements for Prescriptions and Dispensing of
Pharmacy Items - Physicians
140.416 Optometric Services and Materials

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Section	
140.417	Limitations on Optometric Services
140.418	Department of Corrections Laboratory
140.420	Dental Services
140.421	Limitations on Dental Services
140.422	Requirements for Prescriptions and Dispensing Items of Pharmacy Items - Dentists
140.425	Podiatry Services
140.426	Limitations on Podiatry Services
140.427	Requirement for Prescriptions and Dispensing of Pharmacy Items - Podiatry
140.428	Chiropractic Services
140.429	Limitations on Chiropractic Services (Repealed)
140.430	Independent Laboratory Services
140.431	Services Not Covered by Independent Laboratory
140.432	Limitations on Independent Laboratory Services
140.433	Payment for Laboratory Services
140.434	Record Requirements for Independent Laboratories
140.435	Nurse Services
140.436	Limitations on Nurse Services
140.440	Pharmacy Services
140.441	Pharmacy Services Not Covered
140.442	Prior Approval of Prescriptions
140.443	Filling of Prescriptions
140.444	Compounded Prescriptions
140.445	Prescription Items (Not Compounded)
140.446	Over-the-Counter Items
140.447	Reimbursement
140.448	Returned Pharmacy Items
140.449	Payment of Pharmacy Items
140.450	Record Requirements for Pharmacies
140.452	Mental Health Clinic Services
140.453	Definitions
140.454	Types of Mental Health Clinic Services
140.455	Payment for Mental Health Clinic Services
140.456	Hearings
140.460	Clinic Services
140.461	Clinic Participation Requirements (Emergency Expired)
140.462	Covered Services in Clinics (Emergency Expired)
140.463	Encounter Rate Clinic Payment (Emergency Expired)
140.464	Psychiatric Clinics (Hospital-based)
140.465	Speech and Hearing Clinics
140.466	Rural Health Clinics
140.467	Independent Clinics
140.469	Hospice
140.470	Home Health Services
140.471	Home Health Covered Services
140.472	Types of Home Health Services
140.473	Prior Approval for Home Health Services

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140.474	Payment for Home Health Services
140.475	Medical Equipment, Supplies and Prosthetic Devices
140.476	Medical Equipment, Supplies and Prosthetic Devices for Which Payment Will Not Be Made
140.477	Limitations on Equipment, Supplies and Prosthetic Devices
140.478	Prior Approval for Medical Equipment, Supplies and Prosthetic Devices
140.479	Approval of Medical Supplies
140.480	Equipment Rental Limitations
140.481	Payment for Medical Equipment, Supplies and Prosthetic Devices
140.482	Family Planning Services
140.483	Limitations on Family Planning Services
140.484	Payment for Family Planning Services
140.485	Healthy Kids Program
140.486	Limitations on Medichesk Services (Repealed)
140.487	Healthy Kids Program Timeliness Standards
140.488	Periodicity Schedule, Immunizations and Diagnostic Laboratory Procedures
140.490	Medical Transportation
140.491	Limitations on Medical Transportation
140.492	Payment for Medical Transportation
140.495	Psychological Services
140.496	Payment for Psychological Services
140.497	Hearing Aids

SUBPART E: GROUP CARE

Section	
140.500	Group Care Services
140.502	Cessation of Payment at Federal Direction
140.503	Cessation of Payment for Improper Level of Care
140.504	Cessation of Payment Because of Termination of Facility
140.505	Continuation of Payment Because of Threat To Life
140.506	Provider Voluntary Withdrawal
140.507	Continuation of Provider Agreement
140.510	Determination of Need for Group Care
140.511	Services Provided Without Charge
140.512	Utilization Control
140.513	Utilization Review Plan
140.514	Certifications and Recertifications of Care
140.515	Management of Recipient Funds--Personal Allowance Funds
140.516	Recipient Management of Funds
140.517	Correspondent Management of Funds

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Section	
140.518	Facility Management of Funds
140.519	Use or Accumulation of Funds
140.520	Management of Recipient Funds--Local Office Responsibility
140.521	Room and Board Accounts
140.522	Reconciliation of Recipient Funds
140.523	Bed Reserves
140.524	Cessation of Payment Due to Loss of License
140.525	Eligibility For Quality Incentive Program (QUIP)
140.526	Quality Incentive Standards and Criteria for the Quality Incentive Program (QUIP)
140.527	Quality Incentive Survey
140.528	Payment of Quality Incentive
140.529	Reviews
140.530	Basis of Payment for Group Care Services
140.531	General Service Costs
140.532	Health Care Costs
140.533	General Administration Costs
140.534	Ownership Costs
140.535	Costs for Interest, Taxes and Rent
140.536	Organization and Pre-Operating Costs
140.537	Payments to Related Organizations
140.538	Special Costs
140.539	Nurse's Aide Training and Testing
140.540	Costs Associated With Nursing Home Care Reform Act and Implementing Regulations
140.541	Salaries Paid to Owners or Related Parties
140.542	Cost Reports--Filing Requirements
140.543	Time Standards for Filing Cost Reports
140.544	Access to Cost Reports (Repealed)
140.545	Penalty for Failure to File Cost Reports
140.550	Update of Operating Costs
140.551	General Service Costs
140.552	Nursing and Program Costs
140.553	General Administrative Costs
140.554	Component Inflation Index
140.555	Minimum Wage
140.560	Components of the Base Rate Determination
140.561	Support Costs Components
140.562	Nursing Costs
140.563	Capital Costs
140.565	Incentive Payments for Quality Care (Repealed)
140.566	Level I Incentive Payments (Repealed)
140.567	Level II Incentive Payments (Repealed)
140.568	Duration of Incentive Payments (Repealed)
140.569	Clients With Exceptional Care Needs
140.570	Capital Rate Component Determination
140.571	Fair Rental Value (FRV) Calculation

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140.572	Total Capital Rate
140.573	Other Capital Provisions
140.574	Capital Costs for Rented Facilities
140.575	Newly Constructed Facilities (Repealed)
140.576	Renovations (Repealed)
140.577	Capital Costs for Rented Facilities (Renumbered)
140.578	Property Taxes
140.579	Specialized Living Centers
140.580	Mandated Capital Improvements
140.581	Qualifying as Mandated Capital Improvement
140.582	Cost Adjustments
140.583	Campus Facilities
140.584	Illinois Municipal Retirement Fund (IMRF)
140.590	Audit and Record Requirements
140.642	Screening Assessment for Long Term Care and Alternative Residential Settings and Services
140.643	In-Home Care Program
140.645	Medical and In-Home Care For Disabled Persons Under Age 21
140.646	Reimbursement for Developmental Training (DT) Services for Individuals With Developmental Disabilities Who Reside in Long Term Care (ICF and SNF) and Residential (ICF/MR) Facilities
140.647	Description of Developmental Training (DT) Services
140.648	Determination of the Amount of Reimbursement for Developmental Training (DT) Programs
140.649	Effective Dates of Reimbursement for Developmental Training (DT) Programs
140.650	Certification of Developmental Training (DT) Programs
140.651	Decertification of Day Programs
140.652	Terms of Assurances and Contracts
140.680	Effective Date Of Payment Rate
140.700	Discharge of Long Term Care Residents
140.830	Appeals of Rate Determinations
140.835	Determination of Cap on Payments for Long Term Care

SUBPART F: POINT COUNT GUIDELINES FOR ICF/MR AND SNF/PED FACILITIES

Section	
140.850	Facility/Client Participation (Recodified)
140.855	Evaluation Of Need For Care (Recodified)
140.860	Payment (Recodified)
140.865	Definitions (Recodified)
140.870	Guidelines (Recodified)
140.875	Intermediate Care (ICF/MR) (Recodified)

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Section	
140.880	Skilled Care (SNF/PED) (Recodified)
140.885	Statewide Rates (Recodified)
140.890	Reimbursement for ICF/MR-15 and Under Facilities (Recodified)
140.895	Night Shift Reimbursement (Recodified)
140.896	Reimbursement For Program Costs (Active Treatment) For Clients in Long Term Care Facilities For the Developmentally Disabled (Recodified)

SUBPART G: REIMBURSEMENT FOR NURSING COSTS FOR GERIATRIC FACILITIES

Section	
140.900	Reimbursement For Nursing Costs For Geriatric Residents in Group Care Facilities (Recodified)
140.901	Functional Areas of Needs (Recodified)
140.902	Service Needs (Recodified)
140.903	Definitions (Recodified)
140.904	Times and Staff Levels (Repealed)
140.905	Statewide Rates (Repealed)
140.906	Reconsiderations (Recodified)
140.907	Midnight Census Report (Recodified)
140.908	Times and Staff Levels (Recodified)
140.909	Statewide Rates (Recodified)
140.910	Referrals (Recodified)
140.911	Basic Rehabilitation Aide Training Program (Recodified)
140.912	Interim Nursing Rates (Recodified)

SUBPART H: ILLINOIS COMPETITIVE ACCESS AND REIMBURSEMENT EQUITY (ICARE) PROGRAM

Section	
140.940	Illinois Competitive Access and Reimbursement Equity (ICARE) Program (Recodified)
140.942	Definition of Terms (Recodified)
140.944	Notification of Negotiations (Recodified)
140.946	Hospital Participation in ICARE Program Negotiations (Recodified)
140.948	Negotiation Procedures (Recodified)
140.950	Factors Considered in Awarding ICARE Contracts (Recodified)
140.952	Closing an ICARE Area (Recodified)
140.954	Administrative Review (Recodified)
140.956	Payments to Contracting Hospitals (Recodified)
140.958	Admitting and Clinical Privileges (Recodified)

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Section	
140.960	Inpatient Hospital Care or Services by Non-Contracting Hospitals Eligible for Payment (Recodified)
140.962	Payment to Hospitals for Inpatient Services or Care not Provided under the ICARE Program (Recodified)
140.964	Contract Monitoring (Recodified)
140.966	Transfer of Recipients (Recodified)
140.968	Validity of Contracts (Recodified)
140.970	Termination of ICARE Contracts (Recodified)
140.972	Hospital Services Procurement Advisory Board (Recodified)

TABLE A	Medichesk Recommended Screening Procedures (Repealed)
TABLE B	Health Service Areas
TABLE C	Capital Cost Areas
TABLE D	Schedule of Dental Procedures
TABLE E	Time Limits for Processing of Prior Approval Requests
TABLE F	Podiatry Service Schedule
TABLE G	Travel Distance Standards
TABLE H	Areas of Major Life Activity
TABLE I	Staff Time and Allocation for Training Programs (Recodified)
TABLE J	HSA Grouping

AUTHORITY: Implementing Article III of the Illinois Health Finance Reform Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 6503-1 et seq.) and implementing and authorized by Articles III, IV, V, VI, VII and Section 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 3-1 et seq., 4-1 et seq., 5-1 et seq., 6-1 et seq., 7-1 et seq., and 12-13)

SOURCE: Adopted at 3 Ill. Reg. 24, p. 166, effective June 10, 1979; rule repealed and new rule adopted at 6 Ill. Reg. 8374, effective July 6, 1982; emergency amendment at 6 Ill. Reg. 8508, effective July 6, 1982, for a maximum of 150 days; amended at 7 Ill. Reg. 681, effective December 30, 1982; amended at 7 Ill. Reg. 7956, effective July 1, 1983; amended at 7 Ill. Reg. 8308, effective July 1, 1983; amended at 7 Ill. Reg. 8271, effective July 5, 1983; emergency amendment at 7 Ill. Reg. 8354, effective July 5, 1983, for a maximum of 150 days; amended at 7 Ill. Reg. 8540, effective July 15, 1983; amended at 7 Ill. Reg. 9382, effective July 22, 1983; amended at 7 Ill. Reg. 12868, effective September 20, 1983; peremptory amendment at 7 Ill. Reg. 15047, effective October 31, 1983; amended at 7 Ill. Reg. 17358, effective December 21, 1983; amended at 8 Ill. Reg. 254, effective December 21, 1983; emergency amendment at 8 Ill. Reg. 580, effective January 1, 1984, for a maximum of 150 days; recodified at 8 Ill. Reg.

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19734, effective November 15, 1988; amended at 13 Ill. Reg. 125, effective January 1, 1989; amended at 13 Ill. Reg. 2475, effective February 14, 1989; amended at 13 Ill. Reg. 3069, effective February 28, 1989; amended at 13 Ill. Reg. 3351, effective March 6, 1989; amended at 13 Ill. Reg. 3917, effective March 17, 1989; amended at 13 Ill. Reg. 5115, effective April 3, 1989; amended at 13 Ill. Reg. 5718, effective April 10, 1989; Sections 140.850 thru 140.896 recodified to 89 Ill. Adm. Code 146.5 thru 146.225 at 13 Ill. Reg. 7040; amended at 13 Ill. Reg. 7025, effective April 24, 1989; amended at 13 Ill. Reg. 7786, effective May 20, 1989; Sections 140.94 thru 140.398 recodified to 89 Ill. Adm. Code 148.10 thru 148.390 at 13 Ill. Reg. 9572; emergency amendment at 13 Ill. Reg. 10977, effective July 1, 1989, for a maximum of 150 days; emergency expired November 28, 1989; amended at 13 Ill. Reg. 11516, effective July 3, 1989; amended at 13 Ill. Reg. 12119, effective July 7, 1989; Section 140.110 recodified to 89 Ill. Adm. Code 148.120 at 13 Ill. Reg. 12118; amended at 13 Ill. Reg. 12562, effective July 17, 1989; amended at 13 Ill. Reg. 14391, effective August 31, 1989; emergency amendment at 13 Ill. Reg. 15473, effective September 12, 1989, for a maximum of 150 days; amended at 13 Ill. Reg. 16992, effective October 16, 1989; amended at 14 Ill. Reg. 190, effective December 21, 1989; amended at 14 Ill. Reg. 2564, effective February 9, 1990; emergency amendment at 14 Ill. Reg. 3241, effective February 14, 1990, for a maximum of 150 days; emergency expired July 14, 1990; amended at 14 Ill. Reg. 4543, effective March 12, 1990; emergency amendment at 14 Ill. Reg. 4577, effective March 6, 1990, for a maximum of 150 days; emergency expired August 3, 1990; emergency amendment at 14 Ill. Reg. 5575, effective April 1, 1990, for a maximum of 150 days; emergency expired August 29, 1990; emergency amendment at 14 Ill. Reg. 5865, effective April 3, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 7141, effective April 27, 1990; emergency amendment at 14 Ill. Reg. 7249, effective April 27, 1990, for a maximum of 150 days; amended at 14 Ill. 10062, effective June 12, 1990; amended at 14 Ill. Reg. 10409, effective June 19, 1990; emergency amendment at 14 Ill. Reg. 12082, effective July 5, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 13262, effective August 6, 1990; emergency amendment at 14 Ill. Reg. 14184, effective August 16, 1990, for a maximum of 150 days; emergency amendment at 14 Ill. Reg. 14570, effective August 22, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 14826, effective August 31, 1990; amended at 14 Ill. Reg. 15366, effective September 12, 1990; amended at 14 Ill. Reg. 15981, effective September 21, 1990; amended at 14 Ill. Reg. 17279, effective October 12, 1990; amended at 14 Ill. Reg. 18057, effective October 22, 1990; amended at 14 Ill. Reg. 18508,

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effective October 30, 1990; amended at 14 Ill. Reg. 18813, effective November 6, 1990; amended at 14 Ill. Reg. 20478, effective December 7, 1990; amended at 14 Ill. Reg. 20729, effective December 12, 1990.

NOTE: CAPITALIZATION DENOTES STATUTORY LANGUAGE.

SUBPART E: GROUP CARE

Section 140.529 Reviews

- a) A facility is entitled to review of its quality incentive assessment and QUIP rate in accordance with the following procedure. Each step of this procedure is a precondition to the next step. In other words, a facility must present all disagreements at the Fact Finding Session and/or Exit Conference to receive any other review and must have such an Exit Conference and a first level review to receive a second level review.
 - b) On the last day of the on-site assessment, the assessor will conduct a Fact Finding Session.
 - 1) At the time of the Fact Finding Session, the assessor will identify to the facility:
 - A) the dates and times at which the assessment was conducted;
 - B) the standards of the assessment which were completed and the reasons for non-completion;
 - C) the documents reviewed as evidence of achievement or non-achievement of any standard;
 - D) the time periods, if any, in which activity levels were observed; the names of the residents observed not to be meaningfully engaged, and the basis used for calculating scores;
 - E) the rooms and areas of the facility visited and observed.
 - 2) The assessor will give the facility the opportunity to comment on or contest the evidence used as the basis of the assessment and will record those comments and contested areas.

- 3) The assessor will accept additional documentation the facility may present as evidence for the assessment.
- 4) The assessor and facility representative will sign the QUIP Fact Finding Session form.
- c) Within twenty (20) working days after the completion of the QUIP assessment, the Regional Supervisor will advise the facility in writing of its achievement and/or non-achievement of the Quality Incentive standards. This notification will include a copy of the completed assessment instrument and notice to the facility that it can receive a first level review. It will identify where a request for such review must be sent and the time limits within which such request must be made. For purposes of this subsection, the notice date will be either the date on which the written notice is sent by certified mail or the date on which the Department hand delivers the written notice to the facility. The assessment is not concluded until a copy of the completed assessment instrument has been provided to the facility and an Exit Conference is conducted. (Exception: A completed copy of the Resident Satisfaction segment will not be provided to the facility).

- d) An Exit Conference will be conducted between the assessor and the facility within ten (10) working days of the mailing date or hand delivery date of the above notification.
- 1) During the Exit Conference, the assessor will discuss:
- A) assessment dates and hours;
 - B) reason basic eligibility not met;
 - C) parts completed;
 - D) parts not completed and reasons;
 - E) names of residents not meaningfully engaged, if applicable;
 - F) rooms and areas visited;

- G) assessment results;
 - H) the average score of the facility for each question asked on the Resident Satisfaction segment of the assessment;
 - I) questions raised by facility;
 - J) parts contested at this time; and
 - K) procedures for requesting First Level Review.
- 2) The assessor will not identify those interviewed for assessment of Resident Satisfaction.
- 3) During the Exit Conference the facility may present additional supporting documentation that had been in place prior to the time of the QUIP Assessment. If additional documentation is presented during the Exit Conference, the assessor will complete a form indicating whether a new recommendation will be forwarded to the regional supervisor. A copy of the form will be left with the facility. No additional supporting documentation will be accepted following the Exit Conference.
- 4) Based upon the newly presented documentation, the assessor will determine whether to give a new recommendation to the Regional Supervisor. If a new recommendation is made to the Regional Supervisor, the Regional Supervisor must notify the facility in writing of the results of the new recommendation within 20 working days of the Exit Conference.
- 5) The assessor and facility representative will sign the QUIP Exit Conference Checklist and Summary.
- e) First level review
- 1) Request for review
- A) To request a review of the findings of the assessor, the facility must submit a written request to the address stated in the

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NOTICE OF ADOPTED AMENDMENTS

Section 140.529

Reviews (Cont'd.)

Regional Supervisor's notification, as identified in Section 140.529(c), within ten (10) working days of:

- i) the date of the Exit Conference, in the event that the assessor did not act upon new documentation presented at the Exit Conference; or
- ii) the date of mailing of the Regional Supervisor's written notice following the Exit Conference.

B) For purposes of this subsection, "submit" means either the date the request is mailed, as evidenced by a United States mail postmark or the date on which the request is hand delivered to the Department at the address specified in the assessor's notification.

2) The written request for first level review must contain a comprehensive explanation of the facility's contentions regarding the assessor's findings, and may be accompanied by supporting documentation that had been in place prior to the time of the QUIP Assessment and was presented for review up to and including the Exit Conference.

3) The Area Supervisor will review the assessor's findings, along with the facility's request for review, to determine if such findings are correct or incorrect. The review will be limited to questions of fact supported by data presented up to and including the Exit Conference. The Area Supervisor's determination will evaluate whether all relevant evidence was considered in the original findings, whether the instrument was correctly applied, and whether procedures were followed consistent with Sections 140.525 through 140.529 of this Part.

4) The Area Supervisor will send written notification to the facility by certified mail of the determination of the first level review within forty-five (45) working days of the

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Section 140.529

Reviews (Cont'd.)

receipt of the facility's request for review. This notification will include, if applicable, specific reasons why the facility's request for a higher QUIP rating was denied. This notification will also inform the facility that it can receive a second level review and will identify where a request for such review should be sent and the time limits within which such request should be made.

f) Second level review

1) If the facility is not satisfied with the results of the first level review, it may request a second level review. To do so, the facility must submit a written request to the address stated in the Area Supervisor's letter (see Section 140.529(d)(4) above), within ten (10) working days of receipt of the Supervisor's notification. For purposes of this subsection, "submit" means either the date the request is mailed, as evidenced by a United States mail postmark, or the date on which the request is hand delivered to the Department at the address specified in the assessor's notification.

2) The written request must contain a comprehensive explanation of the facility's contentions regarding the Area Supervisor's determinations.

3) The Chief of the Bureau of Long Term Care will review the Area Supervisor's determinations, the assessor's findings, the facility's request for first level review and the facility's request for second level review, to determine if the Area Supervisor's determinations are correct or incorrect. Evidence that was not available to the Area Supervisor will not be considered. The Bureau Chief will reverse the Area Supervisor's determinations only if it is demonstrated that the Supervisor did not consider relevant evidence or finds the Supervisor's determinations against the weight of the evidence.

4) The Bureau Chief will send by mail written notification to the facility of the determination

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Section 140.529 Reviews (Cont'd.)

of the second level review within forty-five (45) working days of the receipt of the facility's request for second level review. This notification will include, if applicable, specific reasons why the facility's request for a higher QUIP rating was denied. No other administrative review will be available.

g) Interim review

1) To request an interim QUIP review, the facility must submit a written request to the Bureau of Long Term Quality Care Bureau Chief within 180 days from the last IOC/QUIP assessment.

2) The written request must identify the part(s) that the facility wants assessed. Only those part(s) requested will be given a QUIP assessment. No documentation is required.

3) The Bureau Chief will notify the facility within 45 days of receipt of the request that the request has been received and forwarded to the appropriate region.

4) The interim QUIP assessment will be conducted within 60 days from the notification from the Bureau Chief.

5) The new QUIP rate, if applicable, will be effective for the final six months of that facility's rate year.

6) First and second level appeals can be made based on instruction identified under this Section.

(Source: Amended at 14 Ill. Reg. 20729, effective December 12, 1990)

Section 140.539 Nurse's Aide Training and Testing

a) Nurse's Aide Training

a) Nursing Homes shall be reimbursed for the reasonable costs of nurse's aide training. Upon the aide's successful completion of a course

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Section 140.539 Nurse's Aide Training and Testing (Cont'd)

which has been approved by the Department of Public Health (77 Ill. Adm. Code 395.300), the nursing home may claim reimbursement for the following costs, provided that they are actually incurred:

1) A) tuition, up to the prevailing community college rate in the health service area for a six credit hour course;

2) B) instructional materials, up to \$12.00;

3) C) salary and fringe benefits, (fringe benefits are payroll taxes, unemployment insurance and worker's compensation and health insurance and meals if provided) up to the prevailing entry level for the health service area.

b) 2) Payment will not be made under this rule for salary expenses during the clinical training if the clinical training is in the facility of employment. These staffing and salary costs are included under the regular cost related reimbursement system as reported on the facilities' annual cost reports and are reimbursed through the monthly payments to the facilities.

e) The number of training hours for which the Department will reimburse is as follows:

1) Until July 1, 1981:

A) If the course was approved prior to July 1, 1980, the Department will reimburse for the total number of hours approved by the Department of Public Health, up to a maximum of 200 hours.

B) If the course was approved after July 1, 1980, the Department will reimburse for actual approved hours up to 130 hours.

2) After July 1, 1981:

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Section 140.539 Nurse's Aide Training and Testing (Cont'd)

Section 140.539 Nurse's Aide Training and Testing (Cont'd)

5) Written proof (Individual Test Results) must be submitted by the nursing home for each competency test for which reimbursement is claimed.

~~The Department will reimburse for actual approved hours up to 130 hours.~~

6) No payment will be made for any competency test in which a failing grade (77 Ill. Adm. Code 395.400(g)) is received for any part of the test. A nurse's aide must pass both the demonstration of manual skills and written portions of the test before reimbursement may be claimed.

3) The Department will reimburse for actual approved hours up to 130 hours.

4) Nursing homes shall also receive an additional factor of 5% of the total claim to recognize costs for those who do not successfully complete the course.

7) Nursing homes shall receive an additional factor of 5% of the total claim to recognize costs for those who do not successfully pass the test.

e) The Department shall reimburse on a pro rata basis according to the percentage of Public Aid patients in the Nursing Home.

b) Nurse's Aide Testing

1) Nursing homes shall be reimbursed for the reasonable costs for Nurse's Aide Testing. Only tests approved by the Department of Public Health are reimbursable (77 Ill. Adm. Code 395.300). The nursing home may claim reimbursement for the cost of each approved competency test successfully completed with a passing grade (77 Ill. Adm. Code 395.400(g)).

2) Payment will not be made under this rule for costs incurred in administering tests not approved by the Department of Public Health, or for any additional tests administered by the nursing home during or subsequent to nurse's aide training.

3) Payment will be made for all competency tests successfully completed with a passing grade after October 1, 1989.

4) The maximum reimbursable cost per competency test successfully completed with a passing grade is the current fee charged by the Department of Public Health approved testing service. The Department will reimburse on a pro rata basis according to the percentage of Public Aid patients in the nursing home. The Department will not pay any other costs associated with the testing process.

(Source: Amended at 14 Ill. Reg. 20729, effective December 12, 1990)

DEPARTMENT OF PUBLIC HEALTH
NOTICE OF ADOPTED AMENDMENTS

1) Heading of the Part:

The Illinois Formulary for the Drug Product Selection Program

2) Code Citation:

77 Ill. Adm. Code 790

3) Section Numbers:

790.740
790.910
790.2455
790.2617
790.2662
790.3315
790.3904
790.3914
790.5320
790.5792
790.5940
790.6610
790.6670
790.5875
790.6895
790.7130
790.7229
790.7400
790.8180
790.8940
790.9084
790.9500

Adopted Action:

Amendment
Amendment
Amendment
Amendment
Amendment
New Section
New Section
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment
Amendment

4) Statutory Authority:

Implementing and authorized by Section 3.14 of the Illinois Food, Drug and Cosmetic Act (Ill. Rev. Stat. 1989, ch. 56 1/2, par. 503.14) and Section 25 of the Pharmacy Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 4145).

5) Effective Date of Rules:

December 21, 1990

6) Does this Rulemaking Contain an Automatic Repeal Date? No7) Does this Rulemaking Contain Any Incorporations by Reference? No

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8) Date Filed in Agency's Principal Office:

December 14, 1990

9) Date Notice(s) of Proposal was Published in Illinois Register:

August 17, 1990 - 14 Ill. Reg. 13133

10) Has the Joint Committee on Administrative Rules issued a Statement of Objections to this/these Rules? No11) Difference Between Proposal and Final Version:

There is no difference between Proposal and Final Version.

12) Have all the changes agreed upon by the Agency and the Joint Committee been made as indicated in the agreement letter issued by the Joint Committee?

No changes were suggested by the Joint Committee on Administrative Rules.

13) Will the Rules Replace an Emergency Rule Currently in Effect? Yes14) Are there any other Amendments Pending on this Part? Yes

If Yes:

Section Numbers	Proposed Action	Ill. Reg. Citation
790.1127	Amendment	14 Ill. Reg. 18457
790.1131	Amendment	14 Ill. Reg. 18457
790.1390	New Section	14 Ill. Reg. 18457
790.1423	Amendment	14 Ill. Reg. 18457
790.1685	Amendment	14 Ill. Reg. 18457
790.1950	Amendment	14 Ill. Reg. 18457
790.1960	Amendment	14 Ill. Reg. 18457
790.2155	Amendment	14 Ill. Reg. 18457
790.2465	Amendment	14 Ill. Reg. 18457
790.2617	Amendment	14 Ill. Reg. 18457
790.2618	Amendment	14 Ill. Reg. 18457
790.2645	New Section	14 Ill. Reg. 18457
790.2655	New Section	14 Ill. Reg. 18457
790.2660	Repealer	14 Ill. Reg. 18457
790.2662	Amendment	14 Ill. Reg. 18457
790.3027	Amendment	14 Ill. Reg. 18457
790.3220	Amendment	14 Ill. Reg. 18457
790.3335	Amendment	14 Ill. Reg. 18457

Amendment 790.3350 14 Ill. Reg. 18457
New Section 790.3914 14 Ill. Reg. 18457
Amendment 790.4384 14 Ill. Reg. 18457
Amendment 790.4720 14 Ill. Reg. 18457
Amendment 790.4725 14 Ill. Reg. 18457
Amendment 790.4728 14 Ill. Reg. 18457
New Section 790.5030 14 Ill. Reg. 18457
Amendment 790.5300 14 Ill. Reg. 18457
Amendment 790.5320 14 Ill. Reg. 18457
New Section 790.6430 14 Ill. Reg. 18457
Amendment 790.7160 14 Ill. Reg. 18457
Amendment 790.7280 14 Ill. Reg. 18457
Amendment 790.8015 14 Ill. Reg. 18457
Amendment 790.9048 14 Ill. Reg. 18457

There is still an emergency in effect on Sections 790.2465, 790.2617, 790.2662, 790.3914 and 790.5320 which is not affected by this set of adopted amendments. The emergency amendments appear at 14 Ill. Reg. 18588, effective November 9, 1990, for a maximum of 150 days. The copies filed in the Administrative Code Unit reflect both the emergency amendments and these adopted amendments.

15) Summary and Purpose of Rules:

The Department proposes to amend various sections of the Illinois Formulary for the Drug Product Selection Program. These rules are promulgated on the basis of changes in the Food and Drug Administration's recommendation of these drug entities for Drug Product Selection. These changes were published in the Eleventh Edition, Second Supplement of the Illinois Formulary. In accordance with the provisions of Public Act 85-451, these changes were published in the Illinois Register as emergency amendments, effective August 10, 1990.

16) Information and Questions regarding this Adopted Rulemaking shall be directed to:

Ms. Gail DeVito, Division of Governmental Affairs, Department of Public Health, 535 West Jefferson, Fifth Floor, Springfield, Illinois 62761, 217/782-6187.

The full text of the Adopted Amendments begins on the next page:

TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER m: FOOD, DRUGS AND COSMETICS

PART 790
THE ILLINOIS FORMULARY FOR THE DRUG PRODUCT SELECTION PROGRAM

SUBPART A: GENERAL PROVISIONS

SECTION
790.20 Introduction
790.40 Consideration of Drug Products for Inclusion in the Illinois Formulary
790.60 Additional Criteria
790.80 Quality Listing
790.100 Generic Drug Entity Headings
790.120 Comments and Specific Administration Requests for Additional Copies
790.140 Prescription Use of Drug Products
790.160 FDA Drug Product Approval and Recommendation Availability of Drug Products;
790.180 Pharmaceutical Equivalence
790.200 Single Source Drug Products Exclusion
790.220 Criteria for Exclusion of Drug Products
790.240 Inclusion of Controlled Substances
790.260 Equivalence of Products Requirements
790.280 Selection of Equivalent Drug Products
790.300 Transfer of Prescription Records
790.320

SUBPART 8: APPROVED DRUG PRODUCTS FOR DRUG PRODUCT SELECTION

SECTION
790.420 ACETAMINOPHEN; BUTALBITAL
790.460 ACETAMINOPHEN; BUTALBITAL; CAFFEINE
790.480 ACETAMINOPHEN; CAFFEINE; DIHYDROCODEINE BITARTRATE
790.500 ACETAMINOPHEN; CODEINE PHOSPHATE
790.540 ACETAMINOPHEN; HYDROCODONE BITARTRATE
790.548 ACETAMINOPHEN; OXYCODONE HYDROCHLORIDE
790.580 ACETAMINOPHEN; PROPOXYPHENE HYDROCHLORIDE
790.600 ACETAMINOPHEN; PROPOXYPHENE NAPSYLATE
790.620 ACETAZOLAMIDE
790.630 ACETAZOLAMIDE SODIUM
790.660 ACETIC ACID, GLACIAL
790.700 ACETIC ACID, GLACIAL; HYDROCORTISONE

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790.706 ACETOHEXAMIDE
 790.721 ACETYLCYSTEINE
 790.740 ALBUTEROL SULFATE
 790.756 ALCOHOL; DEXTROSE
 790.760 ALCOHOL; MORPHINE
 790.780 ALLOPURINOL
 790.788 AMANTADINE HYDROCHLORIDE
 790.798 AMILORIDE HYDROCHLORIDE
 790.799 AMILORIDE HYDROCHLORIDE; HYDROCHLOROETHIAZIDE
 790.815 AMINOCACETIC ACID (Repealed)
 790.820 AMINOCAPROIC ACID
 790.830 AMINOHIPPURATE SODIUM
 790.860 AMINOPHYLLINE
 790.900 AMITRIPTYLINE HYDROCHLORIDE
 790.905 AMITRIPTYLINE HYDROCHLORIDE; CHLORDIAZEPOXIDE
 790.910 AMITRIPTYLINE HYDROCHLORIDE; PERPHENAZINE
 790.920 AMOXAPINE
 790.940 AMOXICILLIN TRIHYDRATE
 790.974 AMPHOTERICIN B
 790.980 AMPICILLIN SODIUM
 790.1020 AMPICILLIN; PROBENECID
 790.1060 AMPICILLIN/AMPCILLIN TRIHYDRATE
 790.1100 ANISOTROPINE METHYLBROMIDE (Repealed)
 790.1120 ASCORBIC ACID; BIOTIN; CYANOCOBALAMIN; DEXPANTHENOL;
 ERGOCALCIFEROL; FOLIC ACID; NIACINAMIDE; PYRIDOXINE
 HYDROCHLORIDE; RIBOFLAVIN PHOSPHATE SODIUM; THIAMINE
 HYDROCHLORIDE; VITAMIN A; VITAMIN E
 ASCORBIC ACID; CYANOCOBALAMIN; FLUORIDE; IRON; NICOTINIC ACID;
 PYRIDOXINE HYDROCHLORIDE; RIBOFLAVIN; THIAMINE HYDROCHLORIDE;
 VITAMIN A; VITAMIN D; VITAMIN E
 ASCORBIC ACID; CYANOCOBALAMIN; FLUORIDE; NICOTINIC ACID;
 PYRIDOXINE HYDROCHLORIDE; RIBOFLAVIN; THIAMINE HYDROCHLORIDE;
 VITAMIN A; VITAMIN D; VITAMIN E
 ASCORBIC ACID; FLUORIDE; IRON; VITAMIN A; VITAMIN D
 ASCORBIC ACID; FLUORIDE; VITAMIN A; VITAMIN D
 790.1125
 790.1127
 EMERGENCY
 790.1129
 790.1131
 EMERGENCY
 790.1140
 790.1180
 790.1200
 790.1220
 790.1260
 790.1300
 790.1345
 790.1360
 790.1380
 790.1386
 ASPIRIN; BUTALBITAL; CAFFEINE
 ASPIRIN; BUTALBITAL; CAFFEINE; PHENACETIN (Repealed)
 ASPIRIN; CAFFEINE; ORPHENADRINE CITRATE
 ASPIRIN; CAFFEINE; PHENACETIN; PROPOXYPHENE HYDROCHLORIDE
 (Repealed)
 ASPIRIN; CAFFEINE; PHENACETIN; PROPOXYPHENE HYDROCHLORIDE
 (Repealed)
 ASPIRIN; CAFFEINE; PROPOXYPHENE HYDROCHLORIDE
 ASPIRIN; CARISOPRODOL
 ASPIRIN; MEPROBAMATE
 ASPIRIN; METHOCARBAMOL
 ASPIRIN; OXYCODONE HYDROCHLORIDE; OXYCODONE TEREPHTHALATE

790.1390
 EMERGENCY
 790.1418
 790.1420
 790.1423
 EMERGENCY
 790.1425
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 790.1460
 790.1490
 790.1500
 790.1540
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 EMERGENCY
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 790.1848
 790.1856
 790.1858
 790.1860
 790.1900
 790.1930
 790.1940
 790.1950
 EMERGENCY
 ATENOLOL; CHLORTHALIDONE
 ATROPINE
 ATROPINE SULFATE; DIPHENOXYLATE HYDROCHLORIDE
 ATROPINE SULFATE; HYOSCYAMINE; PHENOBARBITAL; SCOPOLAMINE
 HYDROBROMIDE
 ATROPINE SULFATE; MEPERIDINE HYDROCHLORIDE
 AZATHIOPURINE SODIUM
 BACITRACIN
 BACITRACIN ZINC; HYDROCORTISONE; NEOMYCIN SULFATE; POLYMYXIN B
 SULFATE
 BACITRACIN ZINC; NEOMYCIN SULFATE; POLYMYXIN B SULFATE
 BACITRACIN ZINC; POLYMYXIN B SULFATE
 BACLOFEN
 BENZTROPINE MESYLATE
 BETAMETHASONE DIPROPIONATE
 BETAMETHASONE SODIUM PHOSPHATE
 BETAMETHASONE VALERATE
 BETHANECHOL CHLORIDE
 BRETILIUM TOSYLATE
 BRETILIUM TOSYLATE; DEXTROSE
 BROMODIPHENHYDRAMINE HYDROCHLORIDE; CODEINE PHOSPHATE
 BROMPHENIRAMINE MALEATE
 BROMPHENIRAMINE MALEATE; CODEINE PHOSPHATE;
 PHENYLPROPANOLAMINE HYDROCHLORIDE
 BROMPHENIRAMINE MALEATE; DEXTROMETHORPHAN HYDROBROMIDE;
 PSEUDOEPHEDRINE HYDROCHLORIDE
 BROMPHENIRAMINE MALEATE; PHENYLPROPANOLAMINE HYDROCHLORIDE
 BUPIVACAINE HYDROCHLORIDE
 BUPIVACAINE HYDROCHLORIDE; EPINEPHRINE BITARTRATE
 BUTABARBITAL SODIUM
 CAFFEINE; CARISOPRODOL; PHENACETIN (Repealed)
 CAFFEINE; ERGOTAMINE TARTRATE
 CALCIUM CHLORIDE; DEXTROSE; MAGNESIUM CHLORIDE; SODIUM
 CHLORIDE; SODIUM LACTATE
 CALCIUM CHLORIDE; DEXTROSE; POTASSIUM CHLORIDE; SODIUM CHLORIDE
 CALCIUM CHLORIDE; DEXTROSE; POTASSIUM CHLORIDE; SODIUM
 CHLORIDE; SODIUM LACTATE
 CALCIUM CHLORIDE; POTASSIUM CHLORIDE; SODIUM CHLORIDE
 CALCIUM CHLORIDE; POTASSIUM CHLORIDE; SODIUM CHLORIDE; SODIUM
 LACTATE
 CALCIUM GLUCETATE
 CANDICIDIN (Repealed)
 CARBAMAZEPINE
 CARBENICILLIN DISODIUM
 CARBINOXAMINE MALEATE; DEXTROMETHORPHAN HYDROBROMIDE;
 PSEUDOEPHEDRINE HYDROCHLORIDE

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CARBINOXAMINE MALEATE; PSEUDOEPHEDRINE HYDROCHLORIDE

790.1960
EMERGENCY

CARISOPRODOL

790.1980

CEFADROXIL MONOHYDRATE

790.2020

CEFAZOLIN SODIUM

790.2060

CEFTAZIDIME

790.2084

CEFUROXIME SODIUM

790.2092

CEPHALEXIN

790.2097

CEPHALOTHIN SODIUM

790.2100

CEPHAPIRIN SODIUM

790.2130

CEPHRADINE/CEPHRADINE DIHYDRATE

790.2140

CHLORAL HYDRATE

790.2155

EMERGENCY

CHLORAMPHENICOL

790.2180

CHLORAMPHENICOL SODIUM SUCCINATE

790.2220

CHLORDIAZEPOXIDE HYDROCHLORIDE

790.2260

CHLORMEZANONE (Repeated)

790.2300

CHLOROQUINE PHOSPHATE

790.2340

CHLOROTHIAZIDE

790.2380

CHLOROTHIAZIDE; METHYLDOPA

790.2390

CHLOROTRIANISENE

790.2420

CHLORPHENIRAMINE MALEATE

790.2460

CHLORPHENIRAMINE MALEATE; CODEINE PHOSPHATE; PSEUDOEPHEDRINE

790.2462

HYDROCHLORIDE

790.2465

CHLORPHENIRAMINE MALEATE; PHENYLEPHRINE HYDROCHLORIDE;

790.2455

PHENYLPROPANOLAMINE HYDROCHLORIDE; PHENYLTOLOXAMINE CITRATE

790.2470

CHLORPHENIRAMINE MALEATE; PHENYLPROPANOLAMINE HYDROCHLORIDE

790.2470

CHLORPHENIRAMINE TANNATE; PHENYLEPHRINE TANNATE; PYRILAMINE

790.2485

EMERGENCY

790.2500

CHLOROPROMAZINE HYDROCHLORIDE

790.2510

CHLORPROPAMIDE

790.2540

CHLORTHALIDONE

790.2555

CHLORTHALIDONE; CLONIDINE HYDROCHLORIDE

790.2580

CHLORZOXAZONE

790.2583

CHROMIC CHLORIDE

790.2595

CITRIC ACID; MAGNESIUM OXIDE; SODIUM CARBONATE

790.2603

CLINDAMYCIN HYDROCHLORIDE

790.2605

CLINDAMYCIN PHOSPHATE

790.2613

CLOFIBRATE

790.2614

CLOMIPHENE CITRATE

790.2617

CLONIDINE HYDROCHLORIDE

790.2618

CLORAZEPATE DIPOTASSIUM

790.2618

CLOTIRIMAZOLE

790.2620

CLOXACILLIN SODIUM MONOHYDRATE

790.2645

EMERGENCY

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CODEINE PHOSPHATE; GUAIFENESIN

790.2655

EMERGENCY

CLOXACILLIN SODIUM MONOHYDRATE (Repeated)

790.2660

EMERGENCY

CODEINE PHOSPHATE; GUAIFENESIN; PSEUDOEPHEDRINE HYDROCHLORIDE

790.2661

CODEINE PHOSPHATE; IODINATED GLYCEROL

790.2662

EMERGENCY

CODEINE PHOSPHATE; PHENYLEPHRINE HYDROCHLORIDE;

790.2663

PROMETHAZINE HYDROCHLORIDE

790.2668

CODEINE PHOSPHATE; PROMETHAZINE HYDROCHLORIDE

790.2672

CODEINE PHOSPHATE; PSEUDOEPHEDRINE HYDROCHLORIDE;

790.2700

TRIPROLIDINE HYDROCHLORIDE

790.2740

CORTICOTROPIN

790.2780

CROTAMITON

790.2800

CYANOCOBALAMIN

790.2805

CYCLACILLIN

790.2805

CHCLOBENZAPRINE HYDROCHLORIDE

790.2820

CYCLOPENTOLATE HYDROCHLORIDE

790.2860

CYCLOPHOSPHAMIDE

790.2900

CYPROHEPTADINE HYDROCHLORIDE

790.2902

CYTARABINE

790.2904

DACARBASINE

790.2908

DANAZOL

790.2915

DAUNORUBICIN HYDROCHLORIDE

790.2928

DESIPRAMINE HYDROCHLORIDE (Repeated)

790.2932

DESONIDE

790.2940

DEXAMETHASONE

790.2980

DEXAMETHASONE; NEOMYCIN SULFATE; POLYMYXIN B SULFATE

790.3020

DEXAMETHASONE SODIUM PHOSPHATE

790.3021

DEXAMETHASONE SODIUM PHOSPHATE; NEOMYCIN SULFATE

790.3023

DEXCHLORPHENIRAMINE MALEATE

790.3025

DEXTROMETHOPHAN SULFATE

790.3027

EMERGENCY

790.3028

DEXTROMETHOPHAN HYDROBROMIDE; IODINATED GLYCEROL

790.3029

DEXTROSE

790.3030

DEXTROSE; DOPAMINE HYDROCHLORIDE

790.3032

DEXTROSE; HEPARIN SODIUM

790.3033

DEXTROSE; LIDOCAINE HYDROCHLORIDE

790.3038

DEXTROSE; MAGNESIUM CHLORIDE; POTASSIUM CHLORIDE;

790.3042

SODIUM ACETATE; SODIUM CHLORIDE; SODIUM GLUCONATE

790.3048

DEXTROSE; POTASSIUM CHLORIDE; SODIUM CHLORIDE

790.3049

DEXTROSE; SODIUM CHLORIDE

790.3051

DEXTROSE; THEOPHYLLINE

790.3054

DIAZEPAM

790.3056

DIAZOXIDE

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790.3060 DICLOXATILLIN SODIUM
 790.3085 DICYCLONINE HYDROCHLORIDE
 790.3100 DIENESTROL
 790.3140 DIETHYLPROPION HYDROCHLORIDE
 790.3180 DIETHYLSTILBESTROL
 790.3220 DIGOXIN
 EMERGENCY
 90.3260 DIMENHYDRINATE
 790.3300 DIPHENHYDRAMINE HYDROCHLORIDE
 790.3315 DISOPYRAMIDE PHOSPHATE
 790.3335 DOPAMINE HYDROCHLORIDE
 EMERGENCY
 790.3340 DOXEPIN HYDROCHLORIDE
 790.3350 DOXORUBICIN HYDROCHLORIDE
 EMERGENCY
 790.3380 DOXYCYCLINE
 790.3420 DOXYCYCLINE HYCLATE
 790.3425 DOXYLAMINE SUCCINATE
 790.3437 DROPERIDOL
 790.3440 DROPERIDOL; FENTANYL CITRATE
 790.3460 ECHOTHIOPHATE IODIDE (Repeated)
 790.3472 EDEATE DISODIUM
 790.3475 EDROPHONIUM CHLORIDE
 790.3492 EPINEPHRINE; LIDOCAINE HYDROCHLORIDE
 790.3500 ERGOALCIFEROL
 790.3540 ERGOLOID MESYLATES
 790.3580 ERGOTAMINE TARTRATE
 790.3620 ERYTHROMYCIN
 790.3660 ERYTHROMYCIN ESTOLATE
 790.3700 ERYTHROMYCIN ETHYLSUCCINATE
 790.3720 ERYTHROMYCIN ETHYLSUCCINATE; SULFISOXAZOLE ACETYL
 790.3730 ERYTHROMYCIN LACTOBIONATE
 790.3740 ERYTHROMYCIN STEARATE
 790.3742 ERYTHROMYCIN STEARATE
 790.3780 ESTRADIOL CYPIONATE
 790.3800 ESTRADIOL CYPIONATE; TESTOSTERONE CYPIONATE
 790.3820 ESTRADIOL VALERATE
 790.3860 ESTRADIOL VALERATE; TESTOSTERONE ENANTHATE
 790.3900 ETHCHLORVYNOL
 790.3904 ETHINYL ESTRADIOL; LEVONORGESTREL
 790.3904 ETHINYL ESTRADIOL; NORETHINDRONE
 790.3907 FENOPROFEN CALCIUM
 790.3910 FENTANYL CITRATE
 790.3914
 EMERGENCY
 790.3920
 790.3940 FLUOCINOLONE ACETONIDE
 790.3945 FLUOCINONIDE
 790.3960 FLUOROMETHOLONE

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790.3980 FLUOROURACIL
 790.3996 FLUPHENAZINE DECANOATE
 790.4012 FLUPHENAZINE HYDROCHLORIDE
 790.4020 FLURANDRENOLIDE
 790.4040 FLURAZEPAM HYDROCHLORIDE
 790.4060 FOLIC ACID
 790.4100 FUROSEMIDE
 790.4140 GENTAMICIN SULFATE
 790.4150 GENTAMICIN SULFATE; SODIUM CHLORIDE
 790.4173 GLUCAGON HYDROCHLORIDE
 790.4180 GLUTETHIMIDE
 790.4200 GLYCINE
 790.4220 GLYCOPYRROLATE
 790.4260 GONADOTROPIN CHORIONIC
 790.4300 GRAMICIDIN; NEOMYCIN SULFATE; POLYMYXIN B SULFATE
 790.4340 GRISEOFULVIN MICROCRYSTALLINE
 790.4380 GRISEOFULVIN ULTRAMICROCRYSTALLINE
 790.4384 GUAFENESIN; HYDROCORTONE BITARTRATE; PSEUDOEPHEDRINE
 EMERGENCY
 790.4386 GUANETHIDINE MONOSULFATE
 790.4396 HALOPERIDOL
 790.4398 HALOPERIDOL LACTATE
 790.4420 HEPARIN SODIUM
 790.4430 HEPARIN SODIUM; SODIUM CHLORIDE
 790.4460 HEXACHLOROPHENE
 790.4500 HOMATROPINE METHYLBROMIDE (Repeated)
 790.4540 HOMATROPINE METHYLBROMIDE; HYDROCORTONE BITARTRATE
 790.4580 HYDRALAZINE HYDROCHLORIDE
 790.4620 HYDRALAZINE HYDROCHLORIDE; HYDROCHLOROTHIAZIDE
 790.4660 HYDROCHLOROTHIAZIDE
 790.4665 HYDROCHLOROTHIAZIDE; LABETALOL HYDROCHLORIDE
 790.4667 HYDROCHLOROTHIAZIDE; LISINAPRIL
 790.4670 HYDROCHLOROTHIAZIDE; METHYLDOPA
 790.4680 HYDROCHLOROTHIAZIDE; PROPRANOLOL HYDROCHLORIDE
 790.4700 HYDROCHLOROTHIAZIDE; SPIRONOLACTONE
 790.4720 HYDROCHLOROTHIAZIDE; TRIAMTERENE
 EMERGENCY
 790.4725 HYDROCORTONE BITARTRATE; PHENYLPROPANOLAMINE HYDROCHLORIDE
 EMERGENCY
 790.4728 HYDROCORTONE BITARTRATE; PSEUDOEPHEDRINE HYDROCHLORIDE
 EMERGENCY
 790.4740 HYDROCORTISONE
 790.4780 HYDROCORTISONE; NEOMYCIN SULFATE; POLYMYXIN B SULFATE
 790.4820 HYDROCORTISONE; POLYMYXIN B SULFATE
 790.4840 HYDROCORTISONE SODIUM PHOSPHATE
 790.4860 HYDROCORTISONE; UREA
 790.4900 HYDROCORTISONE ACETATE

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790.4940 HYDROCORTISONE ACETATE; NEOMYCIN SULFATE
790.4960 HYDROCORTISONE ACETATE; PRAMOXINE HYDROCHLORIDE
790.4963 HYDROCORTISONE ACETATE; UREA
790.4965 HYDROCORTISONE BUTYRATE
790.4980 HYDROCORTISONE SODIUM SUCCINATE
790.5020 HYDROFLUMETHIAZIDE
790.5030 HYDROMORPHONE INJECTION
EMERGENCY
790.5060 HYDROXOCORALAMIN
790.5100 HYDROXYPROGESTERONE CAPROATE
790.5140 HYDROXYZINE HYDROCHLORIDE
790.5180 HYDROXYZINE PAMOATE
790.5220 IBUPROFEN
790.5260 IDOXURIDINE
790.5300 IMPRAMINE HYDROCHLORIDE
EMERGENCY
790.5312 INDOMETHACIN
790.5320 IODINATED GLYCEROL
EMERGENCY
790.5340 IRON DEXTRAN COMPLEX
790.5380 ISOETHARINE HYDROCHLORIDE
790.5420 ISOETHAZID
790.5460 ISOPROTERENOL HYDROCHLORIDE
790.5483 ISOSORBIDE DINITRATE
790.5500 KAVAMYCIN SULFATE
790.5520 KETAMINE HYDROCHLORIDE
790.5530 LABETALOL HYDROCHLORIDE
790.5540 LACTULOSE
790.5544 LEUCOVORIN CALCIUM
790.5555 LEVOCARNITINE
790.5560 LEVONORDEFIN; MEPIVICAINE HYDROCHLORIDE
790.5580 LIDOCAINE
790.5580 LIDOCAINE HYDROCHLORIDE
790.5620 LIDOCAINE
790.5640 LINCOMYCIN
790.5660 LINDANE
790.5700 LIOTHYRONINE SODIUM
790.5720 LISINAPRIL
790.5740 LITHIUM CARBONATE
790.5780 LITHIUM CITRATE
790.5792 LORAZEPAM
790.5795 LOXAPINE SUCCINATE
790.5800 MAGNESIUM CHLORIDE; POTASSIUM CHLORIDE; SODIUM ACETATE;
SODIUM CHLORIDE; SODIUM GLUCONATE
MANNITOL
790.5802 MAPROTILINE HYDROCHLORIDE
790.5807 MECLIZINE HYDROCHLORIDE
790.5820 MECLOFENAMATE SODIUM
790.5830

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790.5835 MEDROXYPROGESTERONE ACETATE
790.5837 MEFENAMIC ACID (Repealed)
790.5840 MEGESTROL ACETATE
790.5860 MENADIOL SODIUM PHOSPHATE
790.5872 MEPRIDINE HYDROCHLORIDE
790.5893 MEPIVICAINE HYDROCHLORIDE
790.5900 MEPROBAMATE
790.5924 MESTRANOL; NORETHINDRONE
790.5940 METAPROTERENOL SULFATE
790.5980 METARAMINOL BITARTRATE
790.5992 METHADONE HYDROCHLORIDE
790.5996 METHAMPHETAMINE HYDROCHLORIDE
790.6020 METHOILAZINE HYDROCHLORIDE
790.6060 METHENAMINE HIPPURATE
790.6100 METHICILLIN SODIUM
790.6140 METHOCARBAMOL
790.6180 METHOTREXATE SODIUM
790.6220 METHSCOPOLAMINE BROMIDE
790.6260 METHYLOTHIAZIDE
790.6275 METHYLDOPA
790.6277 METHYLDOPATE HYDROCHLORIDE
790.6280 METHYLPHENIDATE HYDROCHLORIDE
790.6284 METHYLPREDNISOLONE
790.6300 METHYLPREDNISOLONE SODIUM SUCCINATE
790.6340 METHYLTESTOSTERONE
790.6370 METOCLOPRAMIDE HYDROCHLORIDE
790.6375 METOCURINE IODIDE
790.6380 METOLAZONE
790.6420 METRONIDAZOLE
790.6430 MINOCYCLINE
EMERGENCY
790.6435 MINOXIDIL
790.6445 MORPHINE SULFATE
790.6450 NAFACILLIN SODIUM
790.6452 NALBUPHINE HYDROCHLORIDE
790.6454 NALIDIXIC ACID
790.6456 NALOXONE HYDROCHLORIDE
790.6460 NANDROLONE DECANOATE
790.6480 NANDROLONE PHENPROPIONATE
790.6500 NAPHAZOLINE HYDROCHLORIDE
790.6540 NEOMYCIN SULFATE
790.6544 NEOMYCIN SULFATE; POLYMYXIN B SULFATE
790.6570 NEOMYCIN SULFATE; TRIAMCINOLONE ACETONIDE
790.6580 NIFEDIPINE
790.6610 NITROFURANTOIN
790.6620 NITROFURANTOIN MACROCRYSTALS
790.6621

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790.6660 NITROFURAZONE
790.6670 NITROGLYCERIN INJECTION
790.6700 NORETHINDRONE ACETATE
790.6740 NORTRIPTYLINE HYDROCHLORIDE
790.6780 NYSTATIN
790.6800 NYSTATIN; TRIAMCINOLONE ACETONIDE
790.6820 ORPHENADRINE CITRATE
790.6860 OXACILLIN SODIUM
790.6875 OXAZEPAM
790.6885 OXTRIPHYLLINE
790.6895 OXYBUTYRIN
790.6900 OXYPHENBUTAZONE (Repealed)
790.6940 OXYTETRACYCLINE HYDROCHLORIDE
790.6946 OXYTOCIN
790.6960 PANCURONIUM BROMIDE
790.6980 PENICILLIN G POTASSIUM
790.7020 PENICILLIN G PROCAINE
790.7060 PENICILLIN G SODIUM (Repealed)
790.7100 PENICILLIN V POTASSIUM
290.7120 PENTOBARBITAL SODIUM
790.7130 PERPHENAZINE
790.7140 PHENIDMETRAZINE TARTRATE
790.7160 PHENOBARBITAL
EMERGENCY
790.7180 PHENTERMINE HYDROCHLORIDE
790.7181 PHENTERMINE RESIN COMPLEX
790.7220 PHENYLBUTAZONE (Repealed)
790.7223 PHENYLEPHRINE HYDROCHLORIDE; PROMETHAZINE HYDROCHLORIDE
790.7229 PHENYTOIN SODIUM INJECTION
790.7260 PIPERAZINE CITRATE
790.7265 POLYETHYLENE GLYCOL 3350; POTASSIUM CHLORIDE; SODIUM BICARBONATE; SODIUM CHLORIDE; SODIUM SULFATE, ANHYDROUS
790.7272 POLYMYXIN B SULFATE
790.7278 POTASSIUM BICARBONATE
790.7280 POTASSIUM CHLORIDE
EMERGENCY
790.7284 POTASSIUM CHLORIDE; SODIUM CHLORIDE
790.7288 POTASSIUM GLUCONATE
790.7291 PRALIDOXIME CHLORIDE
790.7294 PRAZEPAM
790.7296 PRAZOSIN HYDROCHLORIDE
790.7300 PREDNISOLONE ACETATE
790.7340 PREDNISOLONE ACETATE; SULFACETAMIDE SODIUM
790.7380 PREDNISOLONE SODIUM PHOSPHATE
790.7400 PREDNISON
790.7420 PRIMIDONE
790.7460 PROBENECID

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790.7500 PROCAINAMIDE HYDROCHLORIDE
790.7510 PROCAINE HYDROCHLORIDE
790.7540 PROCHLORPERAZINE EDISYLATE
790.7580 PROCHLORPERAZINE MALEATE
790.7620 PROGESTERONE
790.7660 PROMAZINE HYDROCHLORIDE
790.7700 PROMETHAZINE HYDROCHLORIDE
790.7740 PROPANTHELINE BROMIDE
790.7780 PROPARACAIN HYDROCHLORIDE
790.7820 PROPOXYPHENE HYDROCHLORIDE
790.7828 PROPANOLOL HYDROCHLORIDE
790.7834 PROTAMINE SULFATE
790.7860 PSEUDOEPHEDRINE HYDROCHLORIDE; TRIPROLIDINE HYDROCHLORIDE
790.7900 PYRIDOSTIGMINE BROMIDE
790.7940 PYRIDOXINE HYDROCHLORIDE
790.7980 PYRILAMINE MALEATE
790.8015 QUINIDINE GLUCONATE
EMERGENCY
790.8020 QUINIDINE SULFATE
790.8060 RESERPINE
790.8100 RIFAMPIN
790.8106 RITODRINE HYDROCHLORIDE
790.8136 SECOBARBITAL SODIUM
790.8140 SELENIUM SULFIDE
790.8180 SILVER SULFADIAZINE
790.8220 SODIUM AMINOSALICYLATE
790.8232 SODIUM CHLORIDE
790.8244 SODIUM LACTATE
790.8248 SODIUM NITROPRUSSIDE (Repealed)
790.8260 SODIUM POLYSTYRENE SULFONATE
790.8290 SOYBEAN OIL
790.8300 SPIRONOLACTONE
790.8340 STREPTOMYCIN SULFATE
790.8378 SULFABENZAMIDE; SULFACETAMIDE; SULFATHIAZOLE
790.8380 SULFABENZAMIDE; SULFACETAMIDE; UREA
790.8420 SULFACETAMIDE SODIUM
790.8460 SULFADIAZINE
790.8500 SULFAMETHIZOLE
790.8540 SULFAMETHOXAZOLE
790.8580 SULFAMETHOXAZOLE; TRIMETHOPRIM
790.8590 SULFANILAMIDE
790.8620 SULFASALAZINE
790.8660 SULFINPYRAZONE
790.8700 SULFISOXAZOLE
790.8710 SULINDAC
790.8724 TEMAZEPAM
790.8727 TERBUTALINE SULFATE

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790.8740	TESTOSTERONE CYPIONATE
790.8780	TESTOSTERONE ENANTHATE
790.8820	TESTOSTERONE PROPIONATE
790.8860	TETRACYCLINE
790.8900	TETRACYCLINE HYDROCHLORIDE
790.8940	THEOPHYLLINE
790.8980	THIAMINE HYDROCHLORIDE
790.9020	THIORIDAZINE HYDROCHLORIDE
790.9035	THIOTHIXENE
790.9045	THIOTHIXENE HYDROCHLORIDE
790.9048	TIMOLOL MALEATE
EMERGENCY	
790.9050	TOBRAMYCIN SULFATE
790.9056	TOLAZAMIDE
790.9060	TOLBUTAMIDE
790.9084	TRAZODONE HYDROCHLORIDE
790.9100	TRIAMCINOLONE ACETONIDE
790.9140	TRIFLUOPERAZINE HYDROCHLORIDE
790.9180	TRIHENXYPHENIDYL HYDROCHLORIDE
790.9220	TRIMEPRAZINE TARTRATE
790.9260	TRIMETHOGENAMIDE HYDROCHLORIDE
790.9300	TRIMETHOPRIM
790.9320	TRIMIPRAMINE MALEATE
790.9340	TRIPLENNAMINE HYDROCHLORIDE
790.9380	TRIPROLIDINE HYDROCHLORIDE
790.9420	TRISULFAPYRIMIDINE
790.9460	TROPICAMIDE
790.9475	VALPROATE SODIUM
790.9478	VALPROIC ACID
790.9486	VANCOMYCIN HYDROCHLORIDE
790.9500	VERAPAMIL HYDROCHLORIDE
790.9520	VINBLASTINE SULFATE
790.9530	VINCRISTINE SULFATE
790.9540	VITAMIN A
790.9580	VITAMIN A PALMITATE
790.9620	WATER FOR INJECTION, STERILE
790.9660	WATER FOR IRRIGATION, STERILE
790.9800	XYLOSE

AUTHORITY: Implementing and authorized by Section 3.14 of the Illinois Food, Drug and Cosmetic Act (Ill. Rev. Stat. 1989, ch. 56 1/2, par. 503.14) and Section 25 of the Pharmacy Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 4145).

SOURCE: Emergency amendment at 2 Ill. Reg. 18, p. 47, effective April 26, 1978, for a maximum of 150 days; amended at 2 Ill. Reg. 26, p. 150, effective July 1, 1978; emergency amendment at 2 Ill. Reg. 40, p. 98, effective

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October 1, 1978, for a maximum of 150 days; amended at 2 Ill. Reg. 51, p. 48, effective December 18, 1978; emergency amendment at 3 Ill. Reg. 2, p. 18, effective December 31, 1978, for a maximum of 150 days; emergency amendment at 3 Ill. Reg. 15, p. 147, effective April 1, 1979, for a maximum of 150 days; amended at 3 Ill. Reg. 27, p. 113, effective July 1, 1979; emergency amendment at 3 Ill. Reg. 32, p. 158, effective August 1, 1979, for a maximum of 150 days; amended at 3 Ill. Reg. 41, p. 178, effective October 8, 1979; emergency amendment at 4 Ill. Reg. 51, p. 147, effective December 12, 1980, for a maximum of 150 days; amended at 5 Ill. Reg. 3466, effective March 25, 1981; amended at 5 Ill. Reg. 7107, effective June 24, 1981; amended at 5 Ill. Reg. 9120, effective October 1, 1981; amended at 5 Ill. Reg. 14605, effective February 1, 1982; amended at 6 Ill. Reg. 6750, effective July 1, 1982; amended at 6 Ill. Reg. 11558, effective September 15, 1982; amended at 6 Ill. Reg. 15195, effective December 15, 1982; amended at 7 Ill. Reg. 7110, effective July 1, 1983; amended at 7 Ill. Reg. 13270, effective October 1, 1983; amended at 7 Ill. Reg. 16924, effective January 1, 1984; amended at 8 Ill. Reg. 2162, effective March 1, 1984; amended at 8 Ill. Reg. 8513, effective July 1, 1984; codified at 8 Ill. Reg. 13402; amended at 3 Ill. Reg. 22108, effective November 1, 1984; amended at 9 Ill. Reg. 4071, effective April 1, 1985; amended at 9 Ill. Reg. 6816, effective May 1, 1985; amended at 10 Ill. Reg. 253, effective January 1, 1986; amended at 10 Ill. Reg. 8814, effective May 15, 1986; amended at 11 Ill. Reg. 3565, effective February 23, 1987; amended at 11 Ill. Reg. 9223, effective May 15, 1987; amended at 11 Ill. Reg. 14382, effective August 15, 1987; amended at 12 Ill. Reg. 1823, effective January 1, 1988; emergency amendment at 12 Ill. Reg. 1984, effective January 1, 1988, for a maximum of 150 days; emergency amendment at 12 Ill. Reg. 7743, effective April 15, 1988, for a maximum of 150 days; amended at 12 Ill. Reg. 9153, effective May 13, 1988; amended at 12 Ill. Reg. 10133, effective May 31, 1988, emergency amendment at 12 Ill. Reg. 10745, effective June 2, 1988, for a maximum of 150 days; amended at 12 Ill. Reg. 12846, effective July 29, 1988; emergency amendment at 12 Ill. Reg. 13255, effective August 5, 1988, for a maximum of 150 days; emergency expired January 2, 1989; amended at 12 Ill. Reg. 15101, effective September 16, 1988; emergency amendment at 12 Ill. Reg. 16937, effective October 7, 1988, for a maximum of 150 days; amended at 13 Ill. Reg. 856, effective January 6, 1989; emergency amendment at 13 Ill. Reg. 3108, effective February 28, 1989, for a maximum of 150 days; amended at 13 Ill. Reg. 8890, effective May 26, 1989, and January 1, 1990; amended at 13 Ill. Reg. 11717, effective July 14, 1989; corrected at 13 Ill. Reg. 12909; emergency amendment at 13 Ill. Reg. 12990, effective August 1, 1989, for a maximum of 150 days; corrected at 13 Ill. Reg. 14477; emergency amendment at 13 Ill. Reg. 17101, effective October 13, 1989, for a maximum of 150 days; amended at 13 Ill. Reg. 19770, effective December 8, 1989; emergency amendment at 14 Ill. Reg. 1505 effective January 12, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 3184, effective February 16, 1990; emergency amendment at 14 Ill. Reg. 4620, effective March 9, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 8154, effective May 11, 1990; emergency amendment at 14 Ill. Reg.

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9556, effective June 1, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 11988, effective July 13, 1990; emergency amendment at 14 Ill. Reg. 13325, effective August 10, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 17298, effective October 5, 1990; emergency amendment at 14 Ill. Reg. 18588, effective November 9, 1990; amended at 14 Ill. Reg. 20755, effective December 21, 1990.

AGENCY NOTE: The text of Sections 790.2465, 790.2617, 790.2662, 790.3914 and 790.5320 which appear below do not include the emergency amendments adopted at 14 Ill. Reg. 18588, effective November 9, 1990 for a maximum of 150 days. The copies filed with the Administrative Code Unit reflect both emergency rules.

SUBPART B: APPROVED DRUG PRODUCTS FOR DRUG PRODUCT SELECTION

Section 790.740 ALBUTEROL SULFATE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Albuterol Sulfate	tab eq 2.4mg base tab eq 2.4mg base tab eq 2.4mg base tab eq 2.4mg base tab eq 2.4mg base tab eq 2.4mg base tab eq 2.4mg base tab eq 2.4mg base	American Therapeutics Biocraft Cord Danbury Lederle/Am Cyanamid Lemmon Mutual Sidmak Warner Chilcott/W-L

Brand(s)

Proventil	soln for inh1 eq 0.5% base
Ventolin	soln for inh1 eq 0.5% base
Proventil	syr eq 2mg base/5ml
Ventolin	syr eq 2mg base/5ml
Proventil	tab eq 2.4mg base
Ventolin	tab eq 2.4mg base

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.910 AMITRIPTYLINE HYDROCHLORIDE; PERPHENAZINE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Amitriptyline Hydrochloride; Perphenazine	tab 10mg;2mg tab 25mg;2mg tab 10mg;4mg	Barr Barr Barr

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tab 25mg;4mg	Barr
tab 10mg;2mg	Bolar
tab 25mg;2mg	Bolar
tab 10mg;4mg	Bolar
tab 25mg;4mg	Bolar
tab 50mg;4mg	Bolar
tab 10mg;2mg	Chelsea
tab 25mg;2mg	Chelsea
tab 10mg;4mg	Chelsea
tab 25mg;4mg	Chelsea
tab 50mg;4mg	Chelsea
tab 10mg;2mg	Cord
tab 25mg;2mg	Cord
tab 10mg;4mg	Cord
tab 25mg;4mg	Cord
tab 50mg;4mg	Cord
tab 10mg;2mg	Danbury
tab 25mg;2mg	Danbury
tab 10mg;4mg	Danbury
tab 25mg;4mg	Danbury
tab 50mg;4mg	Danbury
tab 10mg;2mg	Mylan
tab 25mg;2mg	Mylan
tab 10mg;4mg	Mylan
tab 25mg;4mg	Mylan
tab 50mg;4mg	Mylan
tab 10mg;2mg	Par
tab 25mg;2mg	Par
tab 10mg;4mg	Par
tab 25mg;4mg	Par
tab 50mg;4mg	Par
tab 10mg;2mg	Zenith
tab 25mg;2mg	Zenith
tab 10mg;4mg	Zenith
tab 25mg;4mg	Zenith
tab 50mg;4mg	Zenith
tab 10mg;2mg	MSD/Merck
tab 25mg;2mg	MSD/Merck
tab 10mg;4mg	MSD/Merck
tab 25mg;4mg	MSD/Merck
tab 50mg;4mg	MSD/Merck

Brand(s)

Triavil 2-10
Triavil 2-25
Triavil 4-10
Triavil 4-25
Triavil 4-50

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

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NOTICE OF ADOPTED AMENDMENTSSection 790.2465 CHLORPHENIRAMINE MALEATE; PHENYLEPHRINE HYDROCHLORIDE;
PHENYLPROPANOLAMINE HYDROCHLORIDE; PHENYLTOLOXAMINE CITRATE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Chlorpheniramine Maleate;	drops 0.5mg/ml; 1.25mg/ml;	National Pharm/Barre
Phenylephrine Hydrochloride;	5mg/ml; 2mg/ml	
Phenylpropanolamine Hydrochloride;	syr 0.5mg/5ml; 25mg/5ml;	National Pharm/Barre
Phenyltoloxamine Citrate	5mg/5ml; 2mg/5ml	
Brand(s)	syr 2.5mg/5ml; 5mg/5ml;	Naska
	20mg/5ml; 7.5mg/5ml	National Pharm/Barre
Naldecon	drops 0.5mg/ml; 1.25mg/ml;	Bristol/B-M
	5mg/ml; 2mg/ml	
Haldecon Pediatric	syr 0.5mg/5ml; 25mg/5ml;	Bristol/B-M
	5mg/5ml; 2mg/5ml	
Naldecon	syr 2.5mg/5ml; 5mg/5ml;	Bristol/B-M
	20mg/5ml; 7.5mg/5ml	

This entity was reviewed by the Technical Advisory Council and admitted to the Illinois Formulary as an exception to the promulgated criteria for inclusion, pursuant to Section 790.60.

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.2617 CLONIDINE HYDROCHLORIDE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Clonidine Hydrochloride	tab 0.1, 0.2, 0.3mg	Ameriean-Therapeutics
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	
	tab 0.1, 0.2, 0.3mg	

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Brand(s)
Catapres
tab 0.1, 0.2, 0.3mg
(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.2662 CODEINE PHOSPHATE; IODINATED GLYCEROL

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Codeine Phosphate; Iodinated Glycerol	liq 10mg/5ml; 30mg/5ml	National Pharm/Barre
	liq 10mg/5ml; 30mg/5ml	
Brand(s)	liq 10mg/5ml; 30mg/5ml	LuChem
	liq 10mg/5ml; 30mg/5ml	
	liq 10mg/5ml; 30mg/5ml	
Oridol C		Wallace
Tussi Organidin		Goldline
Tussi-R-Gen Expectorant		

This entity was reviewed by the Technical Advisory Council and admitted to the Illinois Formulary as an exception to the promulgated criteria for inclusion, pursuant to Rule 790.60.

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.3315 DISOPYRAMIDE PHOSPHATE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Disopyramide Phosphate	cap eq 100, 150mg base	Barr
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	
	cap eq 100, 150mg base	

Brand(s)
Norpace
Norpace-CR

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

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Section 790.3904 ETHINYL ESTRADIOL; LEVONORGESTREL

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Brand(s) Nordette Triphasil	tab 30mcg;0.15mg tab, triphasic 30mcg;0.05mg/40mcg;0.075mg/ 30mcg;0.125mg	Wyeth Ayerst/AMHO* Wyeth Ayerst/AMHO*

NOTE: 21 day packs may not be interchanged with 28 day packs.

*Products manufactured by this brand name manufacturer in this drug entity are available for drug product selection under other brand and/or generic names.

(Source: Added at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.3914 FENTANYL CITRATE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Fentanyl Citrate Brand(s) Sublimaze	inj eq 0.05mg base/ml inj eq 0.05mg base/ml	Abbott Janssen Pharma

(Source: Added at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.5320 IODINATED GLYCEROL

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Iodinated Glycerol	1iq 60mg/5ml (30mg organically bound iodine) 1iq 60mg/5ml (30mg organically bound iodine) soln 50mg/ml (25mg organically bound iodine)	National Pharm/Barre Pharmaceutical Basicss National Pharm/Barre
Brand(s) Organidin	1iq 60mg/5ml (30mg organically bound iodine)	Organon/Akzona

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Organidin Drops	soln 50mg/ml (25mg organically bound iodine)	Wallace
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This entity was reviewed by the Technical Advisory Council and admitted to the Illinois Formulary as an exception to the promulgated criteria for inclusion, pursuant to Section 790.60.

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.5792 LORAZEPAM

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Lorazepam	tab 0.5,1,2mg tab 0.5,1,2mg tab 0.5,1,2mg tab 0.5,1,2mg tab 0.5,1,2mg tab 0.5,1,2mg tab 1,2mg tab 0.5,1,2mg tab 0.5,1,2mg tab 1,2mg tab 0.5,1,2mg	American-Therapeutics Barr Cord Danbury Halsey Mylan Par Pharmaceutical Basics Purepac/Kalipharma Superpharm Warner Chilcott/W-L Watson
Brand(s) Ativan Loraz	tab 0.5,1,2mg tab 0.5,1,2mg	Wyeth Ayerst/AMHO Quantum

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.5940 METAPROTERENOL SULFATE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Metaproterenol Sulfate	soln for inh1 0.4,0.6% soln for inh1 0.4,0.6,5% soln for inh1 0.4,0.6% soln for inh1 5% syrr 10mg/5ml tab 10,20mg tab 10,20mg tab 10,20mg	Amour Pharmaceutical Dey Labs Paco Research Pharmaceutical Basics Pharmaceutical Basics American Therapeutics Biocraft Par Pharmaceutical Basics

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Brand(s)		
Alupent*	soln for inh 0.4, 0.6, 5%	Boehringer Ingelheim
Dey-Dose	soln for inh 5%	Dey Labs
Dey-Lute	soln for inh 0.4, 0.6%	Dey Labs
Alupent*	syr 10mg/5ml	Boehringer Ingelheim
Prometa	syr 10mg/5ml	Muro
Alupent*	tab 10, 20mg	Boehringer Ingelheim

*Products manufactured by this brand name manufacturer in this drug entity are available for drug product selection under other brand and/or generic names.

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.6610 NIFEDIPINE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Nifedipine	cap 10, 20mg cap 10, 20mg	Chase Purepac/Kalipharma
Adalat	cap 10, 20mg	Miles
Procardia	cap 10, 20mg	Pfizer

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.6670 NITROGLYCERIN INJECTION

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Nitroglycerin Injection	inj 5mg/ml inj 5mg/ml inj 5mg/ml inj 5mg/ml inj 5, 10mg/ml inj 5mg/ml	Abbott IMS Luitpold Lyphomed Quad Solopak
Nitro-Bid	inj 5, 10mg/ml	Marion Merrell Dow
Nitrol	inj 0.8mg/ml	Kremers-Urbain
Nitro I.V.	inj 5mg/ml	G Pohl-Boskamp
Nitrostat	inj 0.8, 5, 10mg/ml	Parke-Davis/W-L
Tridil	inj 5mg/ml	Am Crit Care/AHS

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

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Section 790.6875 OXAZEPAM

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Oxazepam	cap 10, 15, 30mg cap 10, 15, 30mg cap 10, 15, 30mg cap 10, 15, 30mg cap 10, 15, 30mg tab 15mg tab 15mg tab 15mg	American Therapeutics Barr Chelsea Cord Purepac Zenith Barr Danbury Parke-Davis/W-L
Brand(s)		
Serax	cap 10, 15, 30mg	Wyeth Ayerst/AMHO
Serax	tab 15mg	Wyeth Ayerst/AMHO

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.6895 OXYBUTYRIN

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Oxybutynin	tab 5mg tab 5mg tab 5mg	Bolar Pharmaceutical Basics Quantum Sigmak
Brand(s)		
Ditropan	tab 5mg	Marion Merrell Dow

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.7130 PERPHENAZINE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Perphenazine	tab 4mg tab 2, 4, 8, 16mg tab 2, 4, 8, 16mg	Chelsea Cord Zenith
Brand(s)		
Trilafon	tab 2, 4, 8, 16mg	Schering

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

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Section 790.7229 PHENYTOIN SODIUM INJECTION

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Phenytoin Sodium	inj 50mg/ml	Abbott
	inj 50mg/ml	Elkins-Sinn/Robins
	inj 50mg/ml	LyphoMed
	inj 50mg/ml	Marsam
	inj 50mg/ml	Solopak
	inj 50mg/ml	Steris
Dilantin	inj 50mg/ml	Sterling
	inj 50mg/ml	Warner Chilcott/W-L
(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)		
Section 790.7400 PREDNISONE		
Prednisone	oral soln 5mg/5ml	Pharmaceutical Basics
	oral soln 5mg/5ml	Roxane
	tab 5,10,20mg	American-Therapeutics
	tab 5,10,20mg	Barr
	tab 5,10,20,50mg	Chelsea
	tab 5,10,20,50mg	Cord
	tab 5,10,20mg	Danbury
	tab 5,10,20mg	Duramed
	tab 5mg	Halsey
	tab 5,10,20,50mg	Heather
	tab 5,10,20mg	Interpharm
	tab 5,10,20mg	Mutual
	tab 5,20mg	Private Formulations
	tab 5,10,20mg	Purepac
Deltasone Deltasone Orasone	tab 1,2,5,5,10,20,25,50mg	Roxane
	tab 5,10,20mg	Superpharm
	tab 5,10,20mg	Towne-Paulsen
	tab 10mg	West-Ward
	tab 5,10,20,50mg	
	oral soln 5mg/5ml	Upjohn
	tab 5,10,20,50mg	Upjohn
	tab 1,5,10,20,50mg	Reid-Rowell
(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)		

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Section 790.8180 SILVER SULFADIAZINE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Silvadene SSD Thermazine	cream 1%	Marion Merrell Dow
	cream 1%	Boots USA
	cream 1%	Sherwood Med

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.8940 THEOPHYLLINE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Theophylline	elix 80mg/15ml	Bell
	elix 80mg/15ml	Halsey
	elix 80mg/15ml	Life
	elix 80mg/15ml	Naska
	elix 80mg/15ml	National Pharm/Barre
	elix 80mg/15ml	Pharm Assoc/Beach
	elix 80mg/15ml	Pharmaceutical Basics
	elix 80mg/15ml	Roxane
	elix 80mg/15ml	Thames
	soln 80mg/15ml	Roxane
	syr 80mg/15ml	National Pharm/Barre
	syr 150mg/15ml	National Pharm/Barre
	tab, extended release	Stidmak
	100,200,300mg	
Brand(s)	elix 80mg/15ml	HR Cenci
	elix 80mg/15ml	Berlex
	elix 80mg/15ml	Forest/Inwood
	elix 80mg/15ml	Lannett
	elix 80mg/15ml	Panray/Ormont
	elix 80mg/15ml	Riker/3-M
	soln 80mg/15ml	Merrell-Dow
	syr 150mg/15ml	Ferndale
	syr 80mg/15ml	Rorer
	syr 80mg/15ml	Central
	tab, extended release	Forest/Inwood
	100,200,300mg	
	tab, extended release	Schering
	100,200,300mg	

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.9084 TRAZODONE HYDROCHLORIDE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Trazodone Hydrochloride	tab 50, 100mg	American Therapeutics Barr
	tab 50, 100mg	
	tab 50, 100mg	
	tab 50, 100mg	
	tab 50, 100mg	
	tab 50, 100mg	Pharmaceutical Basics Purepac/Kalipharma Sidmak
	tab 50, 100mg	
	tab 50, 100mg	
	tab 50, 100mg	
	tab 50, 100mg	
Desyre1	tab 50, 100, 150mg	Mead Johnson/B-M
	tab 50, 100, 150mg	

Brand(s)
Desyre1

*This 150mg tablet cannot be broken into three 50mg segments. Prescribers and pharmacists should be aware of this difference and take it into account when writing a prescription or practicing drug product selection.

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

Section 790.9500 VERAPAMIL HYDROCHLORIDE

DRUG	DOSAGE FORM, STRENGTH	APPLICATION HOLDER, MANUFACTURER
Verapamil Hydrochloride	inj 2.5mg/ml	Abbott IMS
	inj 2.5mg/ml	
	inj 2.5mg/ml	
	inj 2.5mg/ml	
	inj 2.5mg/ml	Luitpold LyphoMed Quad
	inj 2.5mg/ml	
	inj 2.5mg/ml	
	inj 2.5mg/ml	
	inj 2.5mg/ml	Solopak Winthrop-Breon/Sterling
	tab 80, 120mg	
	tab 40, 80, 120mg	
	tab 80, 120mg	
	tab 80, 120mg	Chelsea Cord
	tab 80, 120mg	
	tab 80, 120mg	
	tab 80, 120mg	
	tab 80, 120mg	Danbury Lederle/Am Cyanamid Mutual
	tab 80, 120mg	
	tab 80, 120mg	
	tab 80, 120mg	
	tab 80, 120mg	Mylan Parke-Davis/W-L Purepac/Kalipharma Sidmak Watson
	tab 80, 120mg	
	tab 80, 120mg	
	tab 80, 120mg	

Brand(s)

Calan
Isoptin
Calan
Isoptin
Isoptin SR*
inj 2.5mg/ml
inj 2.5mg/ml
tab 40, 80, 120mg
tab 40, 80, 120mg
tab, controlled release, 180, 240mg
Searle
Knoll
Searle
Knoll
Knoll

*Products manufactured by this brand name manufacturer in this drug entity are available for drug product selection under other brand and/or generic names.

(Source: Amended at 14 Ill. Reg. 20755, effective December 21, 1990)

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1) Heading of the Part:

Family Planning Services Code

2) Code Citation:

77 Ill. Adm. Code 635

3) Section Numbers:

635.20

635.30

635.35

635.40

635.50

635.60

635.70

635.80

635.90

635.110

635.130

635.140

635.150

635.160

635.170

635.180

635.190

635.Appendix A

635.Appendix B

635.Appendix C

635.Appendix D

Adopted Action:

Amendments

Amendments

New Section

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

New Section

New Section

New Section

New Section

4) Statutory Authority:

The Civil Administrative Code of Illinois

Ill. Rev. Stat. 1989, ch. 127, par. 55 et seq.

5) Effective Date of Rules:

January 1, 1991

6) Does this Rulemaking Contain an Automatic Repeal Date? Yes No X

If "yes," please specify date:

7) Does this Rulemaking Contain Any Incorporations by Reference?

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Yes X No If "yes," please specify type: 6.02(a) X or 6.02(b) XIf "6.02(b)," was a copy of the approval form issued by the Joint Committee attached to this rulemaking? Yes No 8) Date Filed in Agency's Principal Office:

January 1, 1991

9) Date Notice(s) of Proposal was Published in Illinois Register:

May 25, 1990 - 14 Ill. Reg. 7858

10) Has the Joint Committee on Administrative Rules issued a Statement of Objections to this/these Rules? Yes No X

If "yes," please complete the following:

A) Statement of Objection: , Ill. Reg. B) Agency Response: , Ill. Reg. C) Date Agency Response Submitted for Approval to the Joint Committee: 11) Difference Between Proposal and Final Version:

The following changes were made in response to comments received during the first notice or public comment period:

In the Notice of Proposed Amendments, #3, the Section part number has been included in the supplementary material headings as requested.

In the Notice of Proposed Amendments, #10, the "State Mandates Act Analysis" form, which includes a response to effect, if any, on local governments, indicates "none".

In the Table of Contents, the section part number has been included in the supplementary material as requested.

In the Draft of Adopted Amendments, Authority, the quotation marks surrounding the name of the Act have been deleted. The edition of the Ill. Rev. Stat. has been updated to 1989.

In Section 635.30 - "Federal and State Regulations" - line 4 - "Part"

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has been deleted as suggested.

In Section 635.30, "Low Income Family" - line 3 - "No." has been deleted as suggested.

In Section 635.35(a)(1), "1970 Public Law 91-572, 42 U.S.C. 300(a)(6)(a)" to "1970, P.L. 91-572, 42 U.S.C. 300(a)(6)(a))"

In subsection 635.35(a)(2), "No" has been deleted.

In subsection 635.35(a)(3), the comma after 1964 has been deleted and the citation has been placed in parenthesis.

In subsection 635.35(b)(1) and throughout the rulemaking, the statutory citations have been updated to 1989.

In subsection 635.35(b)(2), Section 15a of has been inserted ahead of "AN ACT."

In subsection 635.35(b)(7) "State of Illinois Travel Regulation" has been changed to "Travel."

In Section 635.60(b)(3), lines 9 and 10 have been changed to "the Travel Regulation Council."

In subsection (b)(5), in the last line "Section 20 of" has been added to "AN ACT in relation to State finance."

In subsection (d)(2), the subpart (2) has been deleted and (A) through (E) has been changed to (D) through (H).

In Section 635.170(b), line 4, the comma following Act has been deleted and the citation has been placed in parenthesis as requested.

In Section 635.Appendix A, the heading has been corrected to include the section number 635.

In Section 635.Appendix B, the heading has been corrected to include the section number 635.

In Section 635.Appendix B, "Laboratory Cost Center", attachment C-5, "(see page 11 for further definition or "Outside Laboratory tests")" has been deleted.

In Section 635.Appendix B, the page (Examples/Worksheets) has been deleted.

In Section 635.Appendix C, the heading has been corrected to include the

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section.

In Section 635.Appendix D, the heading has been corrected to include the section.

In Section 635.Appendices A, B, C, D, the copy size has been reduced to the smallest size available.

The following changes were made in response to comments and suggestions of the Joint Committee on Administrative Rules:

In Section 635.30, the Department will change "below 150 percent of poverty" to "below 150 percent of the Federal Poverty Income Guidelines."

In Section 635.35(a)(4), the Department will correct this citation to read "42 CFR, Subpart B, 50.201-50.209."

Also, Section 635.35(a)(4), the Department will correct the citation to read: "42 CFR, Subpart C, 50.301-50.310; 45 CFR 16, 74, 80, 84, 90."

In Section 635.60(a), the word "detailed" was inadvertently left out. The Department will insert and dash out the word "detailed" before "budget proposal."

The Department utilizes the statute's definition of supplies and commodities. Therefore in Section 635.60(b)(4), the reference will be put back in by removing the dash out marks from "(Ill. Rev. Stat., 1981, ch. 127, par. 1516)."

In Section 635.60(c)(2), the citation is incorrect and will be changed to read: "42 CFR 59.5(a)(8)." The Department will also change "may" to "will."

In Section 635.60(d)(1)(A), "p" has been capitalized to state "Part."

In Section 635.60(d)(1)(D) this is no longer the method the billing since the Clinic Visit Record (CVR) is now the billing instrument. The Department will delete this section by dashing out the sentence.

In Section 635.90, the Department will correct the reference to read: "42 CFR 59.5."

A date on the cover letter accompanying the application packet determines the date of distribution. The thirty days refers to calendar days. In Section 635.160(b)(2), the Department will insert the word "calendar" after the word "thirty."

In Section 635.Appendix B, Table of Contents, Appendix D, Table of

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Contents and Index of Terms Used, the page headings headings have been deleted.

In Section 635.Appendix B, all references to page numbers have been deleted. The terms are self-explanatory and can be readily found, so no cross-reference will be necessary.

In Section 635.Appendix B, MEDICAL COST CENTER, "Medical Support" has been changed to "MEDICAL SUPPORT" in order to be consistent with other subheadings.

In Section 635.Appendix B, MEDICAL COST CENTER, no. 59-72 have been indented properly.

In Section 635.Appendix B, DEVELOPMENT OF A SLIDING FEE SCALE, Attachment A is now shown as flush left.

In Section 635.Appendix B, OUTSIDE LABORATORY COST AREA, the title and a subheading are now underlined. Also, the subheading under Pharmacy Cost is now underlined.

In Section 635.Appendix B DRUGS/SUPPLIES DIRECT EXPENSES (73 and 74) through COUNSELING AND EDUCATIONAL INDIRECT EXPENSES (no. 105 through 107) are now corrected and are shown flush left.

In Section 635.Appendix C, the page header has been deleted. No cross-references are necessary in either this checklist or the text of Appendix C.

In Section 635.Appendix D, Table 1, Table 2-A, Table 2-B, Table 3, Table 3 (Exhibit VI-1 and headings), Table 4, Table 5, Table 6, Table 6 Worksheet A, Table 6 Worksheet B, Table 7, Table 8, and Index of Terms Used, the headings for continuation have been deleted.

In Section 635.Appendix D, references to page numbers have been deleted. No cross-references are necessary.

In Section 635.Appendix D, Table 2-B, Family Planning Encounter with an Other Health Provider" has been corrected to read Family Planning Encounter with an Other Health Provider."

In Section 635.Appendix D, under Table 2-B, "Family Planning Encounter with an Other Health Provider," second sentence, sixth phrase, the word "on" has been inserted between "evaluation" and "a regularly scheduled basis."

In Section 635.Appendix D, Table 3, Definitions, Personnel by Functional Cost Center, "across" has been corrected to read "across."

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In Section 635.Appendix D, under Table 3, Exhibit VI-1, under Table 6, Health Care Functional Costs, Medical, Other Health, Salaried Personnel, Exhibit VI-2, and Section VII, Calculation of BCHS Indicators for Funding, the footnote have been corrected to correspond to the appropriate text reference.

In Section 635.Appendix D, Table 6 Worksheet A, second paragraph "Worksheet A" has been corrected to read "Worksheet A."

In addition, various typographical, grammatical and form changes were made in response to the comments from the Administrative Code Division and the Joint Committee on Administrative Rules.

12) Have all the changes agreed upon by the Agency and the Joint Committee been made as indicated in the agreement letter issued by the Joint Committee?

The Department has made all the changes to which it agreed with the Joint Committee.

13) Will the Rules Replace an Emergency Rule Currently in Effect?

Yes No X

14) Are there any other Amendments Pending on this Part? Yes No X

If Yes:

Section Numbers	Proposed Action	Ill. Reg. Citation

15) Summary and Purpose of Rules:

The Family Planning Services Program awards funds through an application process to public and private not-for-profit entities to provide high quality, comprehensive, voluntary family planning services to individuals of reproductive age whose income level is at or below 250 percent of the poverty level. The funding sources currently include Title V, Title X, Title XX and general revenue. The varying grant periods and funding mechanisms associated with each of these sources (i.e., Title V, a grant program on federal fiscal year; Title X, a grant program on calendar year; Title XX, a fee for service program on state fiscal year; and General Revenue, a grant program on state fiscal year) have fragmented the program and duplicated services. The proposed amendments are intended to consolidate the Family Planning Program by combining all the rules into one complete inclusive set of rules and

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converting all awards to delegate agencies to a fee for service reimbursement mechanism distributed on the state fiscal year.

This proposal concerns changes in: Expanding the definition of "program income" to cover gross income earned by a delegate agency, budgeted for activities described in the project and generated as a result of having received this grant; a definition of "Satisfactory Performance" for a delegate agency; expansion of personnel policies as prescribed for the delegate agencies; all delegate agency facilities must comply with the BCHS Ambulatory Health Care Standards. In addition, all hospital based providers must meet the Joint Commission of Accreditation of Standards for Ambulatory Care Services; travel reimbursement policies for delegate agencies must be approved and on file with the Department; the methodology for the annual cost analysis for a delegate agency shall be prescribed by the Department; a redefining of requirements for Community Education and Information and Education Advisory Committee.

The proposed amendments will help resolve inconsistencies in application procedures, reporting requirements, evaluation methods and reimbursement mechanisms. In addition, these will increase the efficiency of the service delivery system and the management of the program. Bringing all funds together in one allocation formula with the same award or project period using the fee-for-service as reimbursement system allows several efficiencies. It removes the confusion for providers as to how to identify funds per patient and expenditure in the program. Using the CVR as both a record of services provided and a billing form eliminates the time and effort now expended in preparation of monthly vouchers. Cash flow for providers should be improved since the data/billing reports are received on a monthly schedule. Calculation and printing of fees per service is completed with data entry and the monthly printout provides the billing forms.

The status of total funds, as well as funds utilized per agency, will be more readily available permitting distribution changes among agencies so that service dollars can be more adequately utilized. This does represent a major shift in dollars for those delegate agencies that have been conducting community education programs without a patient service orientation; the economic impact is expected to be minimal.

- 16) Information and Questions regarding this Adopted Rulemaking shall be directed to:

Mr. Robert John Kane, Division of Governmental Affairs, Department of Public Health, 535 West Jefferson, Fifth Floor, Springfield, Illinois 62761, 217/782-6187.

The full text of the Adopted begins on the next page:

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NOTICE OF ADOPTED AMENDMENTSTITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER I: MATERNAL AND CHILD HEALTH

PART 635

PROGRAM-CONTENT-AND-GUIDELINES-FOR-TITLE-X-FAMILY PLANNING SERVICES CODE

Section	
635.10	Legislative Base
635.20	Administration
635.30	Definitions
635.35	Incorporated Materials
635.40	Standards and Policies for Personnel of Delegate Agencies
635.50	Standards for Facilities of Delegate Agencies
635.60	Financial Management Systems and Audits of Delegate Agencies
635.70	Charges and Billing Procedures for Delegate Agencies
635.80	Written Policies, Protocols and Procedures of Delegate Agencies
635.90	Required Services
635.100	Referrals and Follow-Up
635.110	Quality Assurance
635.120	Clinic Schedule
635.130	Clinic Management
635.140	Community Education, and Information and Education Advisory Committee
635.150	Family Participation Plan
635.160	Applications
635.170	Reporting Requirements
635.180	Termination
635.190	Review Under Administrative Review Law
635.Appendix A	Illinois Family Planning Clinic Visit Record
635.Appendix B	A Guide to Cost Analysis Developing Cost Based Fees and Sliding Fee Scale
635.Appendix C	Family Planning Services Application Packet
635.Appendix D	Instruction Manual For the BCHS Common Reporting Requirements

AUTHORITY: Implementing and authorized by Section 55 of "The Civil Administrative Code of Illinois" (Ill. Rev. Stat. 1989, ch. 127, par. 55).

SOURCE: Emergency rule adopted and codified at 7 Ill. Reg. 8364, effective July 6, 1983, for a maximum of 150 days; emergency expired December 3, 1983; adopted at 7 Ill. Reg. 16955, effective December 9, 1983; amended at 14 Ill. Reg. 20783, effective January 1, 1991.

Section 635.20 Administration

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- a) Planning for all Maternal and Child Health (MCH) programs, including family planning services, is the responsibility of the Illinois Department of Public Health (Department). The Department will develop a program plan for maternal and child health services each year which will assess current needs within the State and provide goals and objectives for improving the health of mothers and children and for reducing infant mortality.
- b) Highest priority for funding will be given to those areas in Illinois having high concentrations of low-income or marginal-income families and underserved areas. The Department shall fund delegate agencies which will provide family planning services consistent with the intent of Family Planning Act legislation.
- c) The Department will arrange for the provision of family planning services through agreements with delegate agencies. Each delegate shall be required to enter into a written agreement with the Department ~~prior to the project period~~.
- d) Agencies eligible to apply for funding must be recognized by the Department, i.e. public or private not-for-profit organizations having documented capability of administering and providing qualified family planning services. Each delegate shall operate according to an approved plan written in accordance with this Part which is consistent with Federal and State ~~regulations~~ Regulations 111-1-1 and 111-1-2 (see Section 635.30).
- e) The Department will annually evaluate the need for family planning services by using inspections, records and reports in order to develop a statewide plan for the effective and efficient provision of family planning services. Inspections will involve an on-site review of delegate agencies to ensure that implementation of program plans, which are required, are consistent with this Part.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.30 Definitions

"Agreement" means the written contract between the Department and delegate agency prepared by the Department and authorized by both parties.

"Delegate agency" means a public or private not-for-profit entity which provides family planning services under a negotiated written agreement with the Department.

"Family" means a social unit composed of one person, or two or

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more persons living together, as a household.

"Family planning services" means those medical, social, educational and referral services related to the avoidance, achievement, timing or spacing of pregnancy.

"Federal and State Regulations" ~~"Rules and Regulations governing Title X Grants"~~ Family Planning Services means printed regulations found in the following sources:

42-CFR-Part-59-104(a); (b)(2); (b)(3); (b)(4); 59-105(b); (c); (e); 59-1-59-1-122; Subpart E-~~(June-3-1980)~~ 42 CFR, 42-CFR, Subpart B, 50.201-50.209; ~~(November-8-1978)~~ 42 CFR, Subpart C, 50.301-50.310; 45 CFR, Part 16, Part-19-Part-50; Part 74, ~~(June-9-1981)~~; Part 80, Part-81; Part 84 and Part 90; and 48-CFR; 1983).

"Low income family" means a family whose total annual income does not exceed 100 percent of the most recent DHHS Income Poverty Guidelines 54 FR 31, February 16, 1989(48CFR7010-February-17, 1983).

"Marginal income family" means a family whose total annual income is above 100% and does not exceed 250% ~~percent~~ of the most recent DHHS Income Poverty Guidelines.

"Program Income" means gross income earned by a delegate agency and budgeted in the award period for activities described in the project and generated ~~from activities which are performed as a result of that delegate agency having received a grant from the Department.~~ Such income shall include fees for services performed and proceeds from the usage or rental of equipment funded by the grant. Revenues received from taxes, levies, and fines are not considered program income. However, the receipt and expenditure of such revenues shall be recorded as part of the grant or subgrant project budget when such revenues are specifically earmarked for the project's Family Planning Program.

"Project Funds" means all sources of money related to the family planning services program and identified in the agency's family planning budget.

"Satisfactory Performance" means having met or exceeded the program objectives of serving a target population of which 85 percent of the unduplicated users are at or below 150 percent of the Federal Poverty Income Guidelines, as set by the state agency in their agreements with delegate agencies and meeting both the

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clinical and administrative indicators of the Bureau of Community Health Services (BCHS) of Common Reporting Requirements (BCRR).

"Underserved area" means geographic areas (county or Chicago Community Area) where less than 80 percent of the estimated number of women in need of family planning services are being served.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.35 Incorporated Materials

The following materials are incorporated or referenced in this Part:

a) Federal Statutes and Regulations:

- 1) Family Planning Services and Population Research Act of 1970, (P.L. 91-572, 42 U.S.C. 300 (a)(6)(a)).
- 2) Poverty Income Guidelines, 54 FR 31, February 16, 1989.
- 3) Title VI, Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.)
- 4) 42 CFR Subpart B, 50.201-50.209; 42 CFR, Subpart C, 50.301-50.310; 45 CFR 16, 74, 80, 84, 90.
- 5) Accreditation Manual for Hospitals (1989). The Joint Commission on Accreditation of Healthcare Organizations, 875 North Michigan Avenue, Chicago, Illinois 60611.

b) State of Illinois Statutes and Regulations:

- 1) The Ambulatory Surgical Treatment Center Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 157-8.1 et seq.).
- 2) Section 15a of AN ACT in relation to State finance (Ill. Rev. Stat. 1989, ch. 127, par. 151a).
- 3) The Internal Auditing Act (Ill. Rev. Stat. 1989, ch. 127, par. 136.1 et seq.).
- 4) Administrative Review Law (Ill. Rev. Stat. 1989, ch. 110, par. 3-101 et seq.).
- 5) Minimum Qualifications for Public Health Personnel Employed by Full-Time Local Health Departments (77 Ill. Adm. Code 600).

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- 6) Ambulatory Surgical Treatment Center Licensing Requirements (77 Ill. Adm. Code 205).

- 7) Travel (80 Ill. Adm. Code 2800).

- 8) Rules of Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100).

c) Other Materials

- 1) Professional Standards of American Institute of Certified Public Accountants (Volume 1, Section 150, November 1982). American Institute of Certified Public Accountants, 1211 Avenue of the Americas, New York, New York 10036-8775
- 2) Program Guidelines for Project Grants for Family Planning Services published by the U.S. Department of Health and Human Services (U.S. G.P.O. 1981, O-341-166/6348), U.S. Department of Health and Human Services, Public Health Service, Health Services Administration, Bureau of Community Health Services, Office for Family Planning, 5600 Fishers Lane, Rockville, Maryland 20857.
- 3) Department of Health and Human Services Instruction Manual for BCHS Common Reporting Requirements (1982). U.S. Department of Health and Human Services, Public Health Service, Health Services Administration, Rockville, Maryland 20857.
- 4) BCHS Ambulatory Health Care Standards. U.S. Department of Health and Human Services, Public Health Service, Health Services Administration, Bureau of Community Health Services, Rockville, Maryland 20857.
- 5) Accreditation Manual for Hospitals (1989). The Joint Commission on Accreditation of Healthcare Organizations, 875 North Michigan Avenue, Chicago, Illinois 60611.

(Source: Added at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.40 Standards and Policies for Personnel of Delegate Agencies

- a) The qualifications of persons employed by delegate agencies shall meet as a minimum the Department's rules^{Rules} concerning "Minimum Qualifications for Public Health Personnel Employed by Full-Time Local Health Departments (77 Ill. Adm. Code 600)." Delegate agencies must have a medical director who is a physician licensed to practice medicine in all its branches with

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Obstetrics/Gynecology training or experience in the delivery of family planning services. The medical director shall be responsible for and supervise the medical care component of the program and approve written policies under which physicians, nurse practitioners, certified nurse midwives, nutritionists and physician assistants provide family planning services. Staff shall possess the appropriate licensure to perform their duties. Copies of licenses must be on file at the agency. All professional staff who require licensure or certification must be licensed or certified by the Illinois Department of Registration and Education. Any person employed at an individual delegate agency prior to July 6, 1983, may continue to serve at that agency only; even though the person she may not meet the qualifications cited above.

b) Delegate agencies shall have written personnel policies which are in compliance with Title VI, the Civil Rights Act of 1964, (42 U.S.C. 2000e et seq.), available and distributed to all personnel. These shall include staff recruitment, selection, performance evaluation, promotion, termination, compensation, benefits, organizational chart and grievance procedures. All agencies shall also ensure:

1) That personnel records are kept confidential;

e) 2) That personnel policies shall assure that no persons shall be subjected to discrimination on the grounds of age, handicap, race, color, creed, religion, sex or national origin. Affirmative action shall be taken to ensure equality of opportunity in all aspects of employment. Annual comprehensive reviews of operating procedures shall be made to assure that practices continue to be in conformity with the above requirements;

d) 3) That written job descriptions must be on file for each position and that these are reviewed at least annually and updated if changes in duties have occurred when necessary to reflect changes in duties; An annual review of job performance must be conducted for each staff member.

4) That an evaluation and review of job performance of all project personnel be conducted annually.

e) c) That orientation and of new staff, as well as in-service training of all staff, must be provided as required. An in-service training policy and plan for skill development and documentation of staff attendance at continuing education

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activities and other training sessions must be maintained by the delegate agency as well as a detailed plan for in-service training.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.50 Standards for Facilities of Delegate Agencies

Clinic facilities of delegate agencies shall be located in areas accessible to clients and should be open at times convenient to those seeking service. Provisions must be made for access by handicapped persons. All facilities must meet applicable local fire and building codes (as evidenced by documentation of approval of authorities charged with enforcing those codes), must provide adequate space, and must ensure privacy for examination and counseling services and must comply with the BCHS Ambulatory Health Care Standards. In addition, all hospital based providers must meet the Joint Commission of Accreditation of Standards for Ambulatory Care Services. If surgical procedures are to be performed, the facility must be in full compliance with the State's Ambulatory Surgical Treatment Center Licensing Act and rules pursuant thereto. Ill. Rev. Stat., 1983, et seq.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.60 Financial Management Systems and Audits of Delegate Agencies

a) Budgets - All delegate agencies and potential delegate agencies shall submit a detailed budget proposal for each fiscal year for approval by the Department based on subsection (b) of this Section 635.60(b). This budget must include all program income related to family planning, and provide for all such income to be retained by the delegate agency and used for program purposes. Any changes in the budget must be submitted in writing to the Department. All proposed changes must specify the amount of dollars involved, the type of change requested and the reason for the change. At least ten percent of the budget must come from sources other than the Family Planning Program grant award.

b) Use of project funds - Funds will be used only for the direct cost of administering, operating and maintaining a project. The following direct costs are examples of those which may be incurred when specified in the Agreement:

1) Personal services costs, including salaries and fringe benefits for full-time and part-time employees of the project.

2) Fees for consultants, specialists and other operating contractual requirements, pursuant to Section 15 of AN ACT

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in relation to State finance (111 Rev. Stat., 1981, ch. 127, par. 151a) exclusive of consultant services for patient care.

- 3) Travel of personnel, consultants and specialists in carrying out the activities approved for the applicant's program. Travel costs are the expenses for transportation, lodging, and subsistence for personnel who are on travel status on official business for the organization. Such costs will be charged on an actual basis, i.e., mileage and per diem when necessary; however, reimbursement shall not exceed the maximum rate established in the Travel Regulations promulgated by the Travel Regulation Council. Department of General Management Services (80 Ill. Adm. Code 30002900) effective on the date of travel, unless otherwise agreed upon and specified in the contract drawn between the applicant agency and the Department.

- 4) Supplies/commodities (111 Rev. Stat. 1981, ch. 127, par. 151b), as required in the operation of the project, which are directly related to its operations.

- 5) Direct costs of installation, operation and maintenance of equipment previously included in the project application and directly related to the provision of the service(s) funded. All equipment purchased in total or in part with project funds shall be the property of the Federal Government. A complete and current inventory of equipment shall be maintained and be available for audit. No property shall be sold, leased, or otherwise disposed of without prior written authorization from the Department ("equipment" as defined in Section 20 of AN ACT in relation to State finance, 111 Rev. Stat., 1981, ch. 127, par. 156).

- 6) Purchase of outpatient care.

c) Program Income

- 1) Program income shall be retained by the delegate agency and used to fund project activities.

- 2) The delegate agency will may charge recipients for services not required in Section 635.90, that are provided by the project, but must apply a schedule of discounts consistent with requirements of Section 635.70(b), and 635.70(c) and 635.160(e) of this Part and 425 CFR 59.5(a)(8).

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d) Reimbursement Procedures -- Delegate agencies shall request reimbursement by submission of a State of Illinois invoice voucher and the format for Project Billings sheet which are available from the Department.

- 1) Delegate agencies with funding in excess of \$50,000 service grants shall submit billings monthly receive reimbursement based upon client service information submitted to the Department's agent through an automated clinic visit record system. The CIR is Appendix A of this Part. All others must submit billings at least quarterly, although any agency may submit monthly billings.

- A) The Department will reimburse the delegate agency at the rates shown for those family planning services listed in Appendix C of this Part.

- B) Service information for July 1st through December 31st shall be submitted no later than February 5th of the contract year. Service information for January 1st through June 30th of the contract year shall be submitted no later than August 5th of the contract year.

- C) Payments shall be made to the delegate agency based upon monthly billings prepared by the Department's agent.

- 2) Billings must be submitted within 30 days of the end of the billing period, except for the final billing at the end of the fiscal year, which must be submitted within 60 days of the end of the period.

- 3) Delegate agencies must identify each expenditure submitted for reimbursement with a voucher or check number in order to maintain a clearly defined audit trail. All expenditures relating to the Family Planning Title X funded program must be traceable through the delegate agency's internal record system. Invoices, bills, purchase orders, etc., must be attached or cross-referenced on the agency vouchers or check stubs and kept on file for three years beyond the end of the grant award period.

- 4) Expenditures must be documented by dates of issue of voucher or check, name and address of organization or individual to whom payment was made, and purpose of

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the expenditure. For periodic charges such as salaries, fringe benefits, rent, utilities, etc., the time period covered must be documented.

- 5 F) In cases in which references to patients must be made to maintain an audit trail, agencies shall use record numbers or other means of identification rather than patient names.

- 6 G) The delegate agency director or her/his authorized agent must sign the reimbursement request.

- 2) Delegate agencies will receive sterilization reimbursement based upon submission and program approval of sterilization consent and request for financial assistance.

- e) Audits - Audits of the delegate agencies will be conducted at least every two years and will be performed in accordance with the following standards such as, but not limited to, "Internal Auditing Act"-An Act relating to internal auditing in State Government-(Ill.-Rev.-Stat., 1981, ch. 127, pars. 1-36-1 through 36-4); in accordance with the standards promulgated by the Comptroller General of the United States General Accounting Office (45 CFR 74, Appendix G & H), June, 1982; and the Professional Standards of the American Institute of Certified Public Accountants (Volume I, Section 150, November, 1982). Interim audits of the delegate agencies may be conducted at any time by the Department to ensure fiscal/compliance integrity. Agencies shall retain, for at least three years after the end of the grant period, all financial records of expenditures, third-party reimbursements and other program income, and inventory records of all equipment with a unit cost in excess of \$50,000.00 purchased from project funds.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.70 Charges and Billing Procedures for Delegate Agencies

- a) Cost Analysis - An annual cost analysis of required services shall be completed by each delegate agency utilizing methodology prescribed by the Department in the Guide to Cost Analysis, Developing Cost Based Fees and Sliding Fee Scale is Appendix B of this Part which categorizes actual expenses to services rendered.

- b) Charges - persons with incomes at or above 250 percent of poverty level are to be charged the full cost for services received, based on the delegate agency's cost analysis. Low

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income persons are not to be charged for the services provided. No one may be denied services due to an inability to pay. Charges for services provided to minors who request that parents or guardians not be informed must be based on the resources of the minor. Each delegate agency shall have written policies regarding the procedure to be used to determine the appropriate fee discount for marginal income families, who will be responsible for determining a client's discount, what information shall be collected to determine discount and how that information will be recorded in the client's record, procedures for updating client information, and who is responsible for notifying the client of charges.

- c) Billing - Bills to clients shall show total charges less allowable discounts. Every reasonable effort to collect bills must be made; however, client confidentiality must be preserved in any such attempts. Third parties (including a governmental agency) must be billed in full to the extent they are authorized to or are under legal obligation to pay the charge.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.80 Written Policies, Protocols and Procedures of Delegate Agencies

- a) The delegate agency must develop written policies, protocols and procedures for family planning services. Written policies, protocols and procedures under which physicians, nurse practitioners, certified nurse midwives, and physician assistants and nutritionists provide family planning services must be approved by the delegate agency's medical director.

- b) Policies regarding eligibility for services shall not exclude anyone on the basis of duration of residency, age, race, marital status, religion, color, national origin, creed, handicap, sex, number of pregnancies, method of referral, or contraceptive preference. Services shall be provided only on a voluntary basis. These documents shall be updated as needed based on current state of the art in family planning and Federal and State Regulations. Agency protocols will be subject to intensive review at site visits by Department staff to determine their completeness and compliance with this Part program requirements and standards.

- c) Written policies, protocols and procedures must include:

- 1) Intake procedures for new clients
- 2) Patient education

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- 3) Obtaining written informed consent
- 4) Schedule and content of visits

A) Initial

B) Annual

C) Scheduled return visits, specific to type of method of contraception

D) Problem visits, specific to type of problem

5) Counseling procedures

6) Referral procedures

7) Follow-up procedures for appointments, failed appointments, and referrals

8) Maintenance of client records

9) Approved medical orders

10) Maintenance and distribution of pharmaceuticals

11) Organizational structure of the unit and functional responsibilities of medical, nursing and ancillary personnel

12) Medical Procedures

A) Pap smears and gonorrhea cultures

B) Intrauterine device (IUD) insertions

C) Fitting diaphragms/cervical caps

D) Treatment of sexually transmitted diseases (STD)

E) Initiating oral contraceptives

F) Laboratory procedures

G) Treatment of minor gynecologic problems

H) Other medical procedures performed

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- 13) Release of patient records
- 14) Emergency procedures

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.90 Required Services

Delegate agencies are required to deliver the following services and components either directly on-site or by referral. Minimum requirements for routine contraceptive management which shall be met are included in "Program Guidelines for Project Grants for Family Planning Services" published by the U.S. Department of Health and Human Services (HSA-6-P-0-1981-0-341-166/6348 and 425 CFR 59.541-1238). Abortions shall not be provided by delegate agencies as a method of birth control.

a) Client education

1) Male and female anatomy and physiology

2) Conception - the importance of prenatal care, and risks associated with childbearing at the extremes of the reproductive age span i.e. less than 17 years of age and over 34 years of age

3) Contraception - including action, effectiveness, use benefits, risks and side effects, and emptyations of each

A) Male and female sterilization

B) Oral contraceptives

C) IUDs

D) Contraceptive sponge

E) Foam, and condoms and vaginal contraceptive film

F) Diaphragm and cream/jelly (cervical cap if available)

G) Natural family planning (NFP) (ovulation rhythm/sympto-thermal)

H) Withdrawal

I) Post-coital contraception (i.e., Diethylstilbestrol (DES))

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- J) Abstinence
- 4) Human immune deficiency virus/AIDS education
- b) Counseling
- 1) Method selection
- 2) Compliance with treatment
- A) Method used
- B) Return appointments
- C) Follow through with referrals
- 3) Special Counseling
- A) Nutrition problems
- B) Sexual/social problems
- C) Pregnancy options
- D) Genetics
- E) Sterilization

- c) Examination
- 1) History
- A) Initial history
- i) Menstrual history including age of menarche, when periods became regular, date of last normal menstrual period, abnormal periods or intermenstrual bleeding
- ii) Past medical/surgical history including allergies, sexually transmitted diseases (STD), immunizations, (especially rubella status), medications, review of systems
- iii) Pertinent history of biological parents and immediate family including heart disease, strokes before age 50, high blood cholesterol or fats, kidney disease, diabetes, high blood

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- pressure, cancer, genetic problems
- reproductive history
- iv) Reproductive history, age at first intercourse, frequency of intercourse, number of pregnancies, outcome, complications and weight of infant at birth
- v) Social history including sexual activity, age at first intercourse, frequency of intercourse, number of partners, and drug/tobacco use/abuse
- vi) Contraceptive history including methods used, length of use, major side effects and complications
- vii) In utero exposure to diethylstilbestrol (DES)
- B) Interim history
- i) Interim medical/surgical history
- ii) Assessment of any side effects of contraceptive, specific to method used
- iii) Menstrual history
- 2) Physical Exam
- A) Initial exam and annual exam
- i) Height and weight
- ii) Blood Pressure
- iii) Thyroid
- iv) Heart
- v) Lungs
- vi) Abdomen
- vii) Extremities
- viii) Breast with instruction in self-breast exam
- ix) Pelvic exam, including external genitalia; speculum exam including vagina, visualization of

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cervix; bi-manual exam including uterus, adnexa; and rectal exam; as needed ~~and indicated~~

B) Special return visits

- i) Intrauterine device (IUD) - abdominal palpation, bi-manual exam and speculum exam for visualization of IUD string ~~string~~-cheek (two to six weeks after insertion)

- ii) Pill - Blood pressure with interim history after initial three months of use, after second three months of use, again after six months of use (3-3-7) and then every six months thereafter alternating with annual exams (6-7)

- iii) Diaphragm/cervical cap - ~~pelvic~~ recheck fit (approximately two weeks after initial fitting)

- iv) Problem visit - review of related system(s), appropriate laboratory tests

- v) Gonorrhea culture as indicated (previous history of Pelvic Inflammatory Disease (PID), previous history of Gonorrhea Culturing (GC), potential exposure, symptoms, multiple partners)

3) Laboratory/lab tests

A) Initial visit

- i) Hemoglobin or hematocrit

- ii) Pap smear

- iii) Gonorrhea culture for clients requesting IUD insertion, for those with high potential for exposure, or on request

- iv) Urinalysis for protein and glucose

B) Annual visits

- i) Hemoglobin or hematocrit

- ii) Pap smear

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- ii) Gonorrhea culture for clients with ~~as indicated~~ previous history of pelvic inflammatory disease (PID), previous history of gonorrhea ~~culturing~~ (GC), potential exposure-symptoms, multiple partners, new partner(s), on client request and clients requesting IUD insertion

C) Special tests as indicated

- i) Pregnancy test

- ii) Wet smear

- iii) Urine culture and sensitivities

- iv) Blood sugars

- v) T₃, T₄, TSH (thyroid hormones)

- vi) White blood count (WBC) and differential

- vii) Rubella titer if not known

- viii) Sickie cell screen if indicated and not known

- ix) Herpes titer/culture

- x) Blood group and Rh type

- xi) VDRL/RPR/serology (test for syphilis) ~~serology~~

- xii) Liver studies

- xiii) Chlamydia test

d) Infertility services

- 1) Initial infertility history

- 2) Education

- 3) Physical exam (same as initial visit)

- 4) Laboratory teststabs (same as initial visit)

- 5) Counseling

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6) Referral as indicated

e) Pregnancy Services

- 1) Pregnancy testing
- 2) History and physical exam for confirmation
- 3) Nondirective counseling on all options if test is positive, and referral as requested
- 4) Family planning information if test is negative

f) Adolescent Services

- 1) Counseling in all methods
- 2) History and physical exam as indicated including laboratory tests
- 3) Parental involvement via agency plan for family participation and as required by applicable Federal and State Regulations and administrative rules promulgated pursuant thereto.

g) STD Services

- 1) Laboratory ~~lab~~ screenings
- 2) Reporting of positive cases to the State STD Program or its designated agent as required by state or local ordinance

3) Education, counseling, treatment and follow-up of infected individuals

4) Follow-up of contacts for testing/treatment

h) Identification and follow-up of Diethylstilbestrol (DES) exposed clients

- 1) DES history for clients born between 1940 and 1970
- 2) Counseling of exposed individuals regarding potential risks/problems
- 3) Colposcopy or referral for exposed females

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(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.110 Quality Assurance

A system of quality assurance shall be established by each delegate agency. The quality assurance system, at a minimum, will include a monthly chart review ~~used~~ to evaluate the completeness of records and compliance of services with approved medical standards and protocols, annual staff evaluation to ensure quality of services, utilization of community needs assessment to ensure targeting of services, log book for documentation and follow-up of referrals, documentation and follow-up for patients with abnormal findings, and a methodology to provide follow-up for patients with failed appointments.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.130 Clinic Management

- a) Equipment and supplies used in the facility must be safe and adequate in number for the clinic size. Supplies such as syringes, needles and pharmaceuticals must be kept in a secure place with access limited to appropriate agency ~~medical and laboratory~~ staff per agency protocol. An inventory shall be maintained of all supplies.
- b) Prescriptions must be filed and filled, or medication ~~medicate~~ supplied under the order of the delegate agency's medical director. Emergency drugs for resuscitation must be on hand and readily available to the examination rooms for use if needed. If rubella vaccines are not provided by the agency, information concerning treatment for the client must be provided.
- c) Medical records must be maintained in a systematic, complete, and confidential fashion. These records shall include at a minimum personal data including mechanism for client contact, history, physical exam, lab test, referral with notations regarding follow-up, problem lists, counseling session notations, telephone contacts between client and agency, and educational checklist. All entries in progress notes, physical exams and histories must be signed by the clinician performing the service. Signed informed consent forms must be on file for all treatments and procedures performed.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.140 Community Education, and Information and Education Advisory Committee

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a) Delegate agencies are required to plan and implement a community education program which shall be supportive to the acceptance and use of family planning services ~~based on a community-needs assessment.~~

b) Plans shall include:

1) A listing ~~identification~~ of local entities which serve persons of reproductive age such as clinics, mental health facilities, health departments, churches, hospitals, schools, youth organizations, and other volunteer and community organizations;

2) A curriculum and schedule of contact ~~offer~~ in-service training for the staff of the above agencies to provide information ~~educate them~~ on the purpose of family planning, to assist ~~give them~~ assistance with client counseling, and to develop referral linkages; ~~and to offer public education programs;~~

3) Provisions for information ~~media~~ campaigns to inform the potential user groups of ~~the~~ availability and accessibility of family planning services; and

4) Provision for a community education program to provide information on the benefits of family planning services as well as to provide encouragement to parents to be actively involved ~~to encourage active parent involvement~~ in the reproductive health education of their children.

c) Each delegate agency shall have an Information and Education Advisory Committee composed of individuals representative of the community served and knowledgeable about family planning services. The Committee shall have at least five and no more than nine members. The function of the Committee is to review and approve all materials prepared for Family Planning ~~the~~ program clients ~~and for~~ community information or education. The Committee will be responsible for assuring the accuracy of facts presented and the suitability of the material for the intended audience. Copies of minutes of Committee meetings must be kept on file at the delegate agency and submitted annually to the Department.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.150 Family Participation Plan

a) Each delegate agency must prepare and implement a plan and

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procedures to encourage families to participate in the education, counseling, and contraceptive activities of their children who are agency clients.

b) Examples of activities which plans may include are:

1) Special education sessions for parents;

2) Workshops for parents on sexuality education of their children;

3) Encouraging minors to bring their parents with them on clinic visits; and

4) Special counseling procedures for adolescents requesting services concerning parental involvement.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.160 Applications

a) Distribution of Applications

1) All application materials will be developed and distributed by the Department to existing agencies or new projects in underserved areas based on need in the service area, experience in provision of services and plans to accomplish goals. These are included as Appendix C of this Part.

2) Distribution of application materials will occur on or before March 15th of the prior grant year.

ba) Processing of Applications

1) All forms will be provided by the Department. These are included as Appendix C of this Part.

2) Applications forms shall be submitted to the Department no later than thirty calendar days from the date of distribution ~~ten weeks prior to the beginning of the funding period.~~

3) The Department shall review the applications and request any additional information from the applicant, as necessary to complete or clarify the application.

4) Upon review of the application and recommendations from staff, the Director shall award grant funds to the approved

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applicants' applications. The Department may award funds for amounts less than requested in the grant application contingent upon the number of applications, Federal funding levels, and State appropriation set.

- 5) The Department will communicate final decisions to each applicant within 45 days of receipt of the completed application or upon notification of appropriation of funds.

b) Continuing Applications.

Continuing applications shall include progress reports and proposed revisions to the delegate agencies' project plan and budget submitted annually. Statements of progress shall be based upon goals, objectives and purposes set forth in the applicant's plan and shall be correlated with evaluation reports developed pursuant to Section 635-20(e), made by the Department.

Budget

cd)

- 1) As part of the project application, all applications shall submit a budget proposal for the project period. The budget proposal shall be submitted on forms provided by the Department and shall include all information required in the instructions for their completion. This basic format may be adapted by the individual project to meet its particular programmatic needs, but shall not alter, omit, or reduce in detail the information required in this Part.

- 2) The budget shall be divided into major categories and items of cost expenditure. Not all categories and items will apply to all projects. In preparing its budget, each project should use only those categories and items applicable to its own operation, including justification for all equipment purchases (1981-Rev. Stat. 1981-eh. 127, par. 149).

de)

Revisions.

- 1) All changes in any delegate agency's project plan and/or budget reflecting increases or decreases in the IDPH grant award, must be submitted in writing and must be determined by the Department to be in compliance with this Part, prior to the implementation of such change.
- 2) Each proposal for change shall include, at a minimum, a description of the proposed change and a justification stating why such change is necessary. Budget revisions

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shall specify the number of dollars involved, the type of changes proposed, and the reasons thereof. Telephone requests for emergency changes will be considered in accordance with this Part. All approved telephone requests shall be followed by written documentation as set forth above, prior to reimbursement.

- 3) Revisions may be required by the Department pertaining to a project's funding, duration and amount contingent upon changes in Federal and/or State funding allocations to the Department. Delegate agencies will be notified in writing of any required revisions.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.170 Reporting Requirements

All reports will be submitted on forms provided by the Department excluding the information and Education Advisory Committee minutes. Delegate agencies are required to submit the following in accordance with the Family Planning Program annual calendar: Delegate agencies are required to submit to the Department:

- a) A Clinic Visit Record (CVR) form provided by the Department for each client visit to the contracting computer firm. The visit form is the input document for the computer-based information system.
- b) Applicable portions of the Bureau of Community Health Services Common Reporting Requirements (BCRR) of the Department of Health and Human Services (DHHS) to the Department (Title X of the Public Health Service Act (42 U.S.C. 1009, (a), (b), and (c)). Each report shall be submitted in accordance with the DHHS Instruction Manual for the BCRR Common Reporting Requirements included as Appendix D of this Part. Late submission of this report will result in a decrease of 5% in the following year's award (42 C.F.R. 59.5).
- c) Semiannual and annual performance reports to the Department for that and one-year copy to be submitted within 45 days of the end of the funding period addressing the following points:
 - 1) Comparison of the objectives enumerated in the approved project plan with the actual achievements of the project.
 - 2) Changes in the project; e.g., in facilities or equipment, services and activities, population served, etc.

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- 3) Unresolved problems, ~~+~~ e.g., with fiscal resources, external relationships, met and unmet grant conditions ~~etc.~~ and issues which need to be addressed in the future.
- d) All minutes of the local Information and Education Advisory Committee activity to the Department. ~~Expenditures shown as backup documentation on reimbursement vouchers will serve as expenditure reports.~~
- e) Annual inventory report identifying equipment purchased with project funds during the award period.
- f) Semiannual and annual financial status report including all funds utilized for the Family Planning Program to the Department.
- g) Quarterly reports to the Department addressing:
 - 1) Community education activity;
 - 2) Sterilization service activity if no annual sterilization waiver letter was provided; and
 - 3) Sexually transmitted diseases (STD) testing activity.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.180 Termination

- a) All grants shall terminate on the dates specified in the contracts and shall not be extended or renewed except as provided for in this Part.
- b) A delegate agency with unsatisfactory performance for two consecutive years may have funding terminated.
- c) The grant contract may be terminated by either party ~~the delegate agency~~ upon a 30 day written notice ~~to the Department~~. The Department will distribute unallocated monies to expand existing projects or to fund new projects in underserved areas based on need such as number of low income women in the service area not receiving services in the service area, experience in provision of services, including the availability of an agency willing to provide the services, and plans to accomplish goals.
- d) Such Notice shall be effected by registered mail, by certified mail, or by personal service setting forth the particular reasons for the proposed action and fixing a date, not less than 15 days from the date of such mailing or service, at

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which time the delegate agency shall be given an opportunity for a hearing. Such hearing shall be conducted by the Director or by a ~~personnel employee of the Department~~ designated in writing by the Director as Hearing Officer to conduct the hearing. On the basis of any such hearing, or upon default of the delegate agency, the Director shall make a determination specifying his findings and conclusions. A copy of such determination shall be sent by registered mail, by certified mail, or served personally upon the delegate agency. The decision shall become final 35 days after it is so mailed or served, unless the grantee ~~delegate agency~~, within such 35 day period, petitions for review pursuant to Section 635.190200.

- ee) The Director, after notice and opportunity for hearing to the delegate agency, may suspend or terminate the grant in any case in which ~~he/she finds that there is or has been a violation of title X (Section 635.30 of this Part) and/or~~ this Part.
- fe) The procedure governing hearings authorized by this Part shall be in accordance with Rules of Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100).

gf) If, however, the Department finds that:

- 1) The public interest, including financial interest, health, safety, or welfare requires emergency action; (emergency action would result from such instances as, but not limited to bankruptcy and/or insolvency, fraud, and financial instability) and;
- 2) Unless the Department receives assurances adequate to the Department from the delegate agency that grant funds held by the delegate agency are secure, and;
- 3) If the Director incorporates a finding to that effect in the order; then
- 4) Summary suspension of the grant shall be ordered pending proceedings for termination or referral to State or Federal authorities, which proceedings shall be instituted within one week of summary suspension and promptly determined.

- hg) In no case where summary suspension has been ordered shall reimbursement be made to the delegate agency for costs incurred or funds expended after the date of summary suspension unless, after conclusion of the proceedings, such reimbursement or payment is ordered by the hearing officer, administrative law judge or court

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635.Appendix A Illinois Family Planning Clinic Visit Record

ILLINOIS FAMILY PLANNING CLINIC VISIT RECORD

Name _____ Pt # _____
Address _____ Phone # _____

1. FORM NUMBER 635.190
2. SERVICE SITE NUMBER
3. PATIENT NUMBER
4. DATE OF VISIT
5. PURPOSE OF VISIT (check one)
1. Initial Visit
2. Annual Revisit
3. Routine Visit
4. Problem Visit
5. Supply Visit
6. Education/Counseling Visit
7. Non FP Visit
6. DATE OF BIRTH
7. PRIMARY SOURCE OF PAYMENT (Check One)
1. Medicaid Only
2. No Fee (101000)
3. Part Fee (101000-2500)
4. Full Fee
5. FWP Only
6. Medicaid and FWP
8. BILLABLE MEDICAL SERVICES
1. Minimal Service
2. Bariatric Exam
3. Extended Exam
4. IUD Insertion
5. Diaphragm Fit
6. HGB/HCT
7. U/A
8. Pregnancy Test
9. VDRL
10. PAP Smear
11. Gonorrhea
12. Wet Mount
9. BILLABLE COUNSELING SERVICES
1. In-depth Ht
2. Counseling 15 min to 1 Hr
10. ROUTINE COUNSELING SERVICES
1. Sterilization
2. Contraception
3. Intertill
4. Pregnancy
5. STD
6. Natural Family Planning
11. BILLABLE CONTRACEPTIVE SUPPLIES
1. Condoms
2. Creams
3. Jellies
4. Suppositories
5. Foams
6. Diaphragms
7. IUD
8. Basal TSC
9. Contraceptive Sponges
10. Condoms
11. MesoVap Int
12. MesoVap Int
13. VC-Firm
14. Cervical Cap
12. SERVICE PROVIDERS/BOOR ENCOUNTERS
1. Provider
2. Mid-Level Pract
3. Nurse
4. Ed Counselor
5. Audiologist
6. Social Worker
13. METHOD AT END OF THIS VISIT (check one)
1. Oral
2. IUD
3. Diaphragm
4. Foam & Condom
5. Spermiode
6. Condom
7. Natural Method
8. Cervical Cap
9. Sterilization
10. Sponage
11. Other
12. None
14. IF NO METHOD REASON FOR NONE (check one)
1. Preced
2. Intertill
3. Sponage Pregnancy
4. Other Medical Reasons
5. Revisit On Partner's Method
6. Other
15. REFERRALS MADE (check up to two codes)
1. Sterilization
2. Preced
3. Other Medical
4. Other F.P. Clinic
5. Social Service
6. Contraception
7. STD
8. Other Medical
9. Other F.P. Clinic
10. Intertill
11. Nutrition
12. Other
16. RESIDENCE CODES
17. ETHNIC ORIGIN/RACE (check one)
1. White
2. Black
3. Native American
4. Asian or Pacific Islander
5. Hispanic
18. SEX (check one)
1. Female
2. Male
19. EMPLOYMENT STATUS (check one)
1. Employed
2. Unemployed
3. Not In The Work Force
20. GROSS WEEKLY INCOME
21. FAMILY SIZE
22. SOURCE OF REFERRAL (check one)
1. Other F.P. Clinic
2. Hospital/Health Agency
3. Private Doctor
4. Social/Church Agency
5. School
6. Other Patient
7. Family/Friend
8. Media
9. Hotline
10. Phonebook
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of competent jurisdiction.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)

Section 635.190 Review Under Administrative Review Law

Whenever the Department suspends or terminates a grant the grantee may have such decision judicially reviewed. The provisions of the Administrative Review Law and the rules adopted pursuant thereto shall apply to and govern all proceedings for the judicial review of final administrative decisions of the Department hereunder.

(Source: Added at 14 Ill. Reg. 20783, effective January 1, 1991)

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(Source: Added at 14 Ill. Reg. ~~20783~~, effective January 1, 1991)

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635. Appendix B A Guide to Cost Analysis Developing Cost Based Fees and Sliding Fee Scale

Illinois Department of Public Health

A Guide to Cost Analysis

Developing Cost Based Fees

and

Sliding Fee Scale

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INTRODUCTION

Federal regulations require that each family planning project have a schedule of fees for the services it provides. You must develop realistic fees which reflect the cost of operation, yet are competitive to the local market. There must be a corresponding schedule of discounts which will be used by individuals based on their ability to pay.

It is now necessary for family planning providers to concentrate on management plans which will provide them with the information to develop, implement and analyze their efficiency, thus controlling costs. Only agencies with a sound financial management plan will remain financially viable.

The object of this manual is to help you determine the cost of providing services and setting the fees to be charged using Bureau of Community Health Services Common Reporting Requirements (BCRR) data with some modifications and utilization data provided by your CVR's.

Costs will come from using the financial information you reported in the various cost centers of your BCRR, Table 6, Column g. We would suggest completing the expense allocations pages to check the accuracy of your allocations on the BCRR and to insure accurate fees.

Utilization figures must be collected over the same period as the reported

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costs. Specific procedure data, not encounter data, must be used, since the purpose is to derive a cost per procedure. An actual count of your procedures over a specific time period may be obtained from your population profile as reported from your CVR's or you may use a daily log of clinic activity.

APPROACH

Rates charged for each service should reflect both direct and indirect costs.

Direct costs include expenses associated with providing patient care (i.e., physician, nursing, supplies, etc.) plus an amount of overhead or indirect costs which are expended to support direct patient care (i.e., administration, housekeeping, rent, etc.). In order to arrive at a true cost you must include the value of donated goods and services. You have allocated your overhead or indirect costs to the various cost centers on Table 6, worksheets A and B (administration, facility costs and fringe benefits) so that the amount on Table 6, column g in each cost center represents your total costs. Examples of administrative and facility costs are Attachment A.

There are seven steps in the development of cost based fee:

1. Identify the functional cost centers.
2. Identify services provided in each cost center.
3. Collect utilization data on services provided.
4. Collect direct cost data for each functional cost center.
5. Allocate overhead costs to functional cost centers.

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6. Determine total units of service provided.
7. Determine cost of each service.

FUNCTIONAL AREAS

The health care functional areas within a family planning program represent a separation of functions within the program. A typical family planning program will provide services within four functional areas:

A. MEDICAL (CLINIC) OPERATIONS

Medical services delivered in providing a family planning method of a patient, and the diagnosis and treatment of related problems; excludes x-ray, laboratory and pharmacy services.

B. LABORATORY

Laboratory services provided by the family planning program including specimen collection and preparation for referral to outside laboratories.

C. PHARMACY

Services provided in the dispensing of contraceptives and medications to the family planning patient.

D. HEALTH EDUCATION/COUNSELING

Services provided to the client or prospective client for family planning related problem resolution or information. Includes tubal ligation counseling, fertility awareness and similar services.

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DETERMINATION OF COST PER PROCEDURE

The purpose of this step is to distribute health care costs to particular procedures to derive the unit cost of each procedure. The cost per procedure should be computed for all procedures. The cost per procedure information is useful for managers in establishing charges and for analyzing the benefit of continuing to provide specific services. There may be some cases in which the cost per procedure requires a charge so far above the competitive rate (what other providers in the area would charge for that service) that the charge is prohibitive. This should be a signal to management that steps must be taken to lower costs in the future or consideration should be given to phasing out that service and making alternative arrangements.

In order to determine the cost you must define the specific procedures performed in each cost center and determine how many times or frequency the procedure is performed. We have assigned relative values to procedures.

Prepare a Cost of Service/Fee Determination Worksheet for each cost center.

See Attachments B, C, D and E.

MEDICAL COST CENTERAttachment B

1. Column A - List procedure.

2. Column B - List Service Utilization/Frequency of Procedure.

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3. Column C - List Relative Value for Procedure.

4. Column D - Column B x Column C. Total Column D.

5. Column E - Cost center amount from BCRR Table 6, Column G, line 1.

6. Column F - Total Column E divided by total Column D. This gives you your average cost/service unit which is listed for each line item.

7. Column G - The dollar amount in Column F times each RVS of Column C. This amount represents the cost for each specific service.

8. Column H - Cost of living allowance (COLA). Use the most recent consumer price index provided by IDPH.

9. Column I - Adjusted cost equals cost/service in Column G times Column H, cost of living allowance (COLA)% plus 100%.

Example:

$$\text{\$10.00} \times 105\% = \text{\$10.50}$$

10. Column J - The full fee to be charged and should approximate Column K.

For convenience round up to nearest dollar.

LABORATORY COST CENTERAttachment C

1. Column A - List lab services provided.

2. Column B - List Service Utilization/Frequency of Procedure.

3. Column C - List Relative Value for Procedure.

4. Column D - Column B X Column C. Total Column D.

5. Column E - Cost center amount from BCRR Table 6, Column G, line 2, minus the cost of PURCHASED OUTSIDE LABORATORY TESTS equals adjusted

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total cost/cost center. OUTSIDE LABORATORY TESTS ARE THOSE TESTS NOT PERFORMED BY THE AGENCY. This does not include collection of specimens.

6. Column F - Total adjusted cost center, Column E, divided by total service units, Column D, equals Column F, the average cost/service unit.
7. Column G - Adjusted cost/service equals the dollar amount in Column F times each relative value of Column C. This amount represents the cost for each specific service. Column F X Column C.
8. Column H - Enter the per unit purchase expense of OUTSIDE LABORATORY TESTS on the appropriate line or lines. This additional purchase expense applies only to designated tests.
For nondesignated test, Column H equals ZERO.

9. Column I - Total base cost equals adjusted cost/service plus per unit purchase expense. Column G + Column H.

10. Column J - Cost of living allowance (COLA). Use the most recent consumer price index provided by IDPH.

11. Column K - Adjusted cost equals total base cost in Column I times Column J, cost of living allowance (COLA)% plus 100%.

Example:

$$\$4.60 \times 105\% = \$4.83$$

12. Column L - The full fee to be charged and should approximate Column K. For convenience round up to nearest dollar.

PHARMACY COST CENTER

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Attachment D

1. Column A - List pharmaceuticals provided.
2. Column B - List Service Utilization.
3. Column C - List Relative Value for Pharmaceuticals.
4. Column D - Column B X Column C. Total Column D.
5. Column E - Cost center amount from BCRR Table 6, Column G, line 4, minus the cost of consumed pharmaceuticals equals adjusted total cost/cost center.
6. Column F - Total adjusted cost center, Column E, divided by total service units, Column D, equals Column F, the average cost/service unit.
7. Column G - Adjusted cost/service equals the dollar amount in Column F, times each relative value of Column C. This amount represents the cost for each specific service. Column F x Column C.
8. Column H - Equals the purchase expense per pharmaceutical unit. To arrive at an average per unit purchase expense, for Attachment D, Column H, when several brands of a pharmaceutical are purchased at different prices you will divide the total dollar value of those pharmaceuticals consumed during that period by the total number of units of those pharmaceuticals consumed during the same reporting period.
9. Column I - Total base cost equals adjusted cost/service plus per unit purchase expense. Column G + Column H.
10. Column J - Cost of living allowance (COLA). Use the most recent consumer price index provided by IDPH.

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11. Column K - Adjusted cost equals total base cost in Column I times
Column J, cost of living allowance (COLA)% plus 100%.

Example:

$$\text{\$4.60} \times 105\% = \text{\$4.83}$$

12. Column L - The full fee to be charged and should approximate Column K.
For convenience round up to nearest dollar.

EDUCATION/COUNSELING COST CENTER

Attachment E

1. Column A - List procedure.
2. Column B - List Service Utilization/Frequency of Procedure.
3. Column C - List Relative Value for Procedure.
4. Column D - Column B X Column C. Total Column D.
5. Column E - Cost center amount from BCRR, Table 6, Column G, line 7.
6. Column F - Total Column E divided by total Column D. This gives you your
average cost/service unit which is listed for each line item.
7. Column G - The dollar amount in Column F times each RVS of Column C. This
amount represents the cost for each specific service.
8. Column H - Cost of living allowance (COLA). Use the most recent consumer
price index provided by IDPH.

9. Column I - Adjusted cost equals cost/service in Column G times Column H,
cost of living allowance (COLA)% plus 100%.

Example:

$$\text{\$10.00} \times 105\% = \text{\$10.50}$$

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10. Column J - The full fee to be charged and should approximate Column K.
For convenience round up to nearest dollar.

MEDICAL COST CENTER

CLIENT EXAMINATION DIRECT EXPENSES

SALARIES AND WAGES (Include only those staff who perform or assist in
performing client examinations.)

- | | | |
|-------------------------|-------|-----|
| 1. Physicians | 1. \$ | .00 |
| 2. Physician Assistants | 2. \$ | .00 |
| 3. Nurse Practitioners | 3. \$ | .00 |
| 4. Nurse Midwives | 4. \$ | .00 |
| 5. Other Nurses | 5. \$ | .00 |

MEDICAL SUPPORT

- | | | |
|------------------------------------|-------|-----|
| 6. Medical Appointment Secretary | 6. \$ | .00 |
| 7. Portion of Client Records Clerk | 7. \$ | .00 |
| 8. Total Salaries | 8. \$ | .00 |

Total on line 8 is equal to BCRR Table 6.

Worksheet A, column E, line 1.

OTHER CLIENT EXAMINATION EXPENSES

- | | | |
|--|--------|-----|
| 9. Contractual Examiners Fees | 9. \$ | .00 |
| 10. Client Examination Equipment Lease or Rental | 10. \$ | .00 |

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11. Client Examination Equipment Depreciation Expense	11. \$.00
12. Client Examination Equipment Repair & Maintenance	12. \$.00
13. Client Examination Supplies Expense	13. \$.00
14. Client Examination Staff Travel Expense	14. \$.00
15. Malpractice Insurance	15. \$.00
16. Other Client Examination Expenses	16. \$.00
17. Total Other Client Examination Expenses	17. \$.00
(Sum of lines 9 through 16)		

Total on line 17 is equal to BCRR Table 6,
worksheet A, Column I, line 1.

DONATED MEDICAL EXPENSES

18. Value of Physician's Donated Time	18. \$.00
19. Value of Nurse Midwife/N.P.'s Donated Time	19. \$.00
20. Value of R.N.'s Donated Time	20. \$.00
21. Value of LPN's Donated Time	21. \$.00
22. Value of other Donated Medical Expenses	22. \$.00
23. Total Donated Services and Materials	23. \$.00

(Sum of lines 18 through 22)

Total on line 23 is equal to BCRR Table 6,
worksheet A, Column J, line 1.

PATIENT EXAM INDIRECT COSTS

24. Medical Fringe Benefits	24. \$.00
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(Worksheet A - Column g, line 1)	
25. Medical Facility Costs	25. \$.00
(Worksheet B - Column d, line 1)	
26. Administrative Costs	26. \$.00
(Worksheet B - Column g, line 1)	

To arrive at the total medical costs you will add salary and wages (8), other costs (17) and donated services and materials (23) to the fringe benefits (24), facility costs (25) and administrative costs (26).

27. Total Medical Costs	27. \$.00
-------------------------	------------

This total equals BCRR Table 6, Column g, line 1.

LABORATORY COST CENTER

LABORATORY SERVICES DIRECT EXPENSES

28. Salaries and Wages (Include only those staff who perform tests, assist in tests or prepare specimens)	28. \$.00
29. Total	29. \$.00
Total on line 29 is equal to BCRR Table 6, worksheet A, Column E, line 2.	

OTHER LABORATORY EXPENSES

30. Laboratory Equipment Lease or Rental Expense	30. \$.00
31. Laboratory Equipment Depreciation Expense	31. \$.00
32. Laboratory Equipment Maintenance and Repair Expense	32. \$.00

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33. Laboratory Supplies Expense	33. \$.00
34. Purchased Outside Laboratory Services Expense	34. \$.00
35. Other Laboratory Expenses	35. \$.00
36. Total Other Laboratory Services Direct Expenses	36. \$.00
(Sum of lines 30 through 35)		
Total on line 36 is equal to BCRR Table 6, worksheet A, Column I, line 2.		

DONATED LABORATORY EXPENSES

37. Value of Lab Technician's Donated Time	37. \$.00
38. Value of Donated Lab Supplies	38. \$.00
39. Value of Donated Lab Tests	39. \$.00
40. Value of other Donated Lab Expenses	40. \$.00
41. Total Donated Laboratory Services and Materials	41. \$.00
(Sum of lines 37 through 40)		
Total on line 41 is equal to BCRR Table 6, worksheet A, Column J, line 2.		

LABORATORY SERVICES INDIRECT EXPENSES

42. Laboratory Fringe Benefits	42. \$.00
(Worksheet A - Column g, line 2)		
43. Laboratory Facility Costs	43. \$.00
(Worksheet B - Column d, line 2)		
44. Laboratory Administration Costs	44. \$.00

* Round to the nearest dollar amount.

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(Worksheet B - Column g, line 2)

To arrive at the total laboratory expenses you will add salary and wages (29), other costs (36) and donated services and materials (41) to the fringe benefits (42), facility costs (43) and administrative costs (44).		
45. Total Laboratory Costs	45. \$.00
This total equals BCRR Table 6, Column g, line 2.		

OUTSIDE LABORATORY TESTS:

Any laboratory test completed by an outside incorporated entity. An invoice and payment to the entity for services must exist.

If you have "purchased outside laboratory fees" which will be included in total laboratory expenses for your BCRR information, you must now subtract the dollar amount of those purchases from your BCRR total on Table 6, Column G, line 2 to arrive at the dollar amount to be used in your total adjusted cost/center of Attachment C, Column E. You WILL NOT use the amount from your BCRR Table 6, Column G, line 2 for this amount.

OUTSIDE LABORATORY COST AREA

Type of Supply	Your Cost/Unit x Number Used = Total Expense*
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46. VDRL/RPR	\$	X	46. \$.00
47. Pap Smear	\$	X	47. \$.00
48. Gonorrhea Culture	\$	X	48. \$.00
49. Miscellaneous Culture	\$	X	49. \$.00
50. Sickle Cell	\$	X	50. \$.00
51. PP Blood Glucose	\$	X	51. \$.00
52. Cholesterol Level	\$	X	52. \$.00
53. SMA 12	\$	X	53. \$.00
54. Colposcopy	\$	X	54. \$.00
55. Colposcopy and Biopsy	\$	X	55. \$.00
56. Chlamydia	\$	X	56. \$.00
57. Total Outside Laboratory Fees			57. \$.00
58. Adjusted total cost/center:			58. \$.00

Line 45, subtract Line 57, equals amount
on Line 58. This is the amount to be
used in the Adjusted Total Cost/Center.
Attachment C, Column E.

PHARMACY COST CENTER

Supplies Consumed During Reporting Period:

Type of Supply

Your Cost/Unit x *Number Used = Total Expense

*The number used for each type of supply will come from your inventory sheets.

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59. Oral Contraceptives	X	59. \$.00
60. Cream	X	60. \$.00
61. Jelly	X	61. \$.00
62. Suppository (each)	X	62. \$.00
63. Foam	X	63. \$.00
64. Diaphragm	X	64. \$.00
65. IUD	X	65. \$.00
66. Basal T & C	X	66. \$.00
67. Sponges (each)	X	67. \$.00
68. Condoms (each)	X	68. \$.00
69. Meds/Vag. Inf.	X	69. \$.00
70. Meds/STD Rx	X	70. \$.00
71. Contraceptive Film	X	71. \$.00
72. Total (Sum of lines 59 through 71)		72. \$.00

PROVISION OF CONTRACEPTIVE DRUGS/SUPPLIES DIRECT EXPENSES

73. Salaries and Wages for Staff Who Dispense or Assist in Providing Contraceptive Drugs and Supplies	73. \$.00
74. Total	74. \$.00

Total on line 74 is equal to BCRR Table 6,
worksheet A, Column E, line 4.

OTHER PHARMACY EXPENSES

75. Provision of Drugs and Supplies Equipment Lease or Rental Expense	75. \$.00
76. Provision of Drugs and Supplies Depreciation Expense	76. \$.00

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77. Provision of Drugs and Supplies Equipment
Maintenance and Repair Expense 77. \$.00
78. Dispensing Supplies Expense 78. \$.00
79. Other Pharmacy Expenses 79. \$.00
80. Total (Sums of lines 75 through 79) 80. \$.00
81. Total All Pharmacy Expenses 81. \$.00
(Sum of lines 72 and 80)
Total on line 81 is equal to BCRR Table 6,
worksheet A, Column I, line 4.

DONATED PHARMACY EXPENSES

82. Value of Pharmacists' Donated Time 82. \$.00
83. Value of Donated Pharmacy Supplies 83. \$.00
84. Value of Donated Contraceptive Supplies 84. \$.00
85. Value of Other Donated Pharmacy Expenses 85. \$.00
86. Total Donated Pharmacy Services and Materials 86. \$.00
(Sum of lines 82 through 85)
Total on line 86 is equal to BCRR Table 6,
worksheet A, Column J, line 4.

PHARMACY SERVICES INDIRECT EXPENSES

87. Pharmacy Fringe Benefits 87. \$.00
(Worksheet A - Column g, line 4)
88. Pharmacy Facility Costs 88. \$.00
(Worksheet B - Column d, line 4)
89. Pharmacy Administration Costs 89. \$.00
(Worksheet B - Column g, line 4)
To arrive at the total Pharmacy costs you will add salary and wages (74),
other costs (81) and donated services and materials (86) to fringe benefits
(87), facility costs (88) and administrative costs (89).
90. Total Pharmacy Costs 90. \$.00
This total equals BCRR Table 6, Column g, line 4.

91. Adjusted total cost center 91. \$.00
To arrive at the total adjusted cost/center you must subtract the dollar
amount of consumed contraceptives, drugs/supplies, from your BCRR total on
Table 6, Column G, line 4, which is the amount on Line 90, minus line 72,
equals the amount on line 91. This is the amount to be used in the adjusted
Total cost/center, Attachment D, Column E.

COUNSELING AND EDUCATION COST CENTER

FAMILY PLANNING COUNSELING AND EDUCATIONAL DIRECT EXPENSES

92. Salaries and Wages, Family Planning 92. \$.00
Counselors, Educators and Assistants
93. Portion of Client Records Clerk 93. \$.00

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94. Total 94. \$.00
Total on line 94 is equal to BCRR Table 6,
worksheet A, Column E, line 7.

OTHER COUNSELING AND EDUCATION EXPENSES

95. Counseling and Educational Services 95. \$.00
Staff Travel Expense
96. Counseling and Educational Services 96. \$.00
Equipment Rental
97. Counseling Expense or Lease Expense and 97. \$.00
Educational Services Equipment Depreciation

98. Counseling and Educational Services Equipment 98. \$.00
Repair and Maintenance Expense
99. Counseling and Educational Supplies Expense 99. \$.00
100. Other Counseling and Educational Expense 100. \$.00
101. Total Family Planning Counseling and Educational 101. \$.00
Services Direct Expenses
Total on line 101 is equal to BCRR Table 6,
worksheet A, Column I, line 7.

DONATED EDUCATION AND COUNSELING EXPENSES

102. Value of Counselors Donated Time 102. \$.00
103. Value of Other Donated Counseling and 103. \$.00
Educational Services Expense

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104. Total Donated Counseling and Educational

Services Expenses

104. \$.00

(Sum of lines 102 and 103)

Total on line 104 is equal to BCRR Table 6.

worksheet A, Column j, line 7.

COUNSELING AND EDUCATIONAL INDIRECT EXPENSES

105. Counseling and Education Fringe Benefits

105. \$.00

(Worksheet A - Column g, line 7)

106. Counseling and Education Facility Costs

106. \$.00

(Worksheet B - Column d, line 7)

107. Counseling and Education Administration Costs

107. \$.00

(Worksheet B - Column g, line 7)

To arrive at the total Counseling and Education costs you will add salary and wages (92), other costs (101) and Donated Counseling and Educational Services (104) to fringe benefits (105), facility costs (106) and administrative costs (107).

108. Total Counseling and Education Costs

108. \$.00

This total equals BCRR Table 6, Column g.

line 7.

FAMILY PLANNING CLIENT VISIT RELATIVE VALUES

SERVICE

RVS

MEDICAL SERVICES VISITS

Minimal Service 11.00
Brief/Intermediate Exam 18.00
Extended Exam 30.00
Insertion of IUD 30.00
Diaphragm Fit 15.00
Sonography/lost IUD 30.00
X-ray/lost IUD 24.00

LAB PROCEDURES

Hematocrit/Hemoglobin 3.00
U/A Dip Stick 4.00
Pregnancy Test 10.00
VDRL/RPR 6.00
Pap Smear 8.00
Gonorrhea Culture 6.00
Bacterial Smear/Met Mount 5.00
Miscellaneous Culture 6.00
Sickle Cell 5.00
P.P. Blood Glucose 6.00
Triglycerides 16.00
SMA 12 30.00
Colposcopy 40.00
Colposcopy with Biopsy 7.00
Chlamydia

CONTRACEPTIVE DRUGS/SUPPLIES

Orals 1.20
Creams 2.65
Jellies 2.65
Suppositories (each) .15
Foams 3.00
Diaphragm 4.00
Basal I & C 10.00
IUD 50.00
Sponges (each) 1.50
Condoms (each) .22
Meds/Vag. Inf. 5.00
Meds/STD 5.00
Contraceptive Film 2.00

EDUCATION AND COUNSELING

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In-depth/1 hour
15 min. to 1 Hour

11.00
7.00

Revised
11/89

OPTIONAL REVENUE ANALYSIS

A revenue analysis must be performed to justify fees in excess of those identified through the IDPH Cost Analysis methodology. This revenue analysis must compare projected project revenue with project expenses and will provide for a schedule of charges which will not generate total project revenue in excess of project expenses.

CALCULATING THE SCHEDULE OF DISCOUNTS

1. Determine the number of payment categories.

Example: For the purpose of this manual, we will use a six step schedule.

2. The income levels for the zero pay category will be the poverty levels published annually in the Federal Register. (See Attachment F)

Example: The poverty level for a one person family is \$5,980; for a two person family the poverty level is \$8,020, etc.

3. The income levels for the full fee will be 250% of the poverty level plus \$1.00.

Example: For Family Size of 1, 100% pay = \$5,980 x 2.5 = \$14,950 + \$1 or \$14,951.

4. To determine the income levels between 0% pay and 250% pay, use the following formula:

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The 250% income level minus the poverty level, divided by the number of payment categories, minus 2.

The result of this computation is the dollar range for each step.

Example: Family Size 1 - \$14,950 (full fee > 250%) minus \$5,980 (0%) = \$8,970 divided by 4 (6 steps - 2 steps) = \$2,242.50 step interval.

5. The lower limit of each step is \$1 more than the upper limit of the preceding step.

Example: Family Size 1, upper limit of 0% pay is \$5,980, lower limit of the next category (20%) is \$5,981.

6. The upper limit for each step is computed by adding the dollar interval computed in Step 4 to the upper limit of the preceding step.

Example: Family Size 1 - upper limit of 0% pay is \$5,980; upper limit of the next category is \$5,981 + \$2,243 or \$8,224.

See Attachment F.

DEVELOPMENT OF A SLIDING FEE SCALE

Federal regulations require that we provide family planning services on a sliding fee scale to allow persons to receive services regardless of their income level and subsequent ability to pay. Client or family income level is the determining factor for what level or percentage of the full fee a client will be charged.

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A fee system must be developed and reevaluated at least annually after completing a cost analysis. The sliding fee scale will be based on the most current Federal Poverty Income Guidelines (See Attachment F). All clients must update their financial status every 12 months.

A sliding fee scale must be simple to be useful. Any fee scale which is over burdensome to the cashier or person computing the fee loses its value as the time required to compute the fee increases. Fees must be reasonable, related to cost and not provide a barrier to care. In selecting the client fee discount categories, it is important to remember that too few categories may either classify many clients at the lower end, reducing income, or at the upper end, discouraging clients to seek care because of the cost, thereby also reducing income. Too many categories may be difficult to implement and administer. For the purpose of this manual, we will use a six step sliding fee scale. See Attachment G.

Attachment A

EXAMPLES OF ADMINISTRATIVE COSTS

1. Project Director
2. Administrative Secretary and Receptionist
3. Bookkeeper
4. Administrative supplies
5. Administrative staff travel and per diem
6. Vehicle rental or lease expense
7. Auditing and accounting
8. Legal fees
9. Consultants expense
10. Dues and subscriptions

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11. Advertising
12. Postage
13. Printing
14. Purchased staff training
15. Fidelity bonding
16. Photo copy
17. Equipment depreciation

EXAMPLES OF FACILITY COSTS

1. Custodian or Janitorial Contractual Services
2. Building rental
3. Building depreciation
4. Building and contents insurance
5. Building maintenance and repair
6. Security
7. Utilities
8. Telephone
9. Janitorial supplies

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Attachment B

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Attachment C

COST OF SERVICE/FEE DETERMINATION WORKSHEET

MEDICAL
COST CENTER

COST OF SERVICE/FEE DETERMINATION WORKSHEET

LABORATORY
COST CENTER

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(Y)	(Z)																																																																																																																																																																																																																																																																																																																																																																																						
SERVICE/PROCEDURE	SERVICE UTILIZATION (FREQUENCY)	RVS VALUE	TOTAL SERVICE UNITS	TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	COST OF LIVING ALLOWANCE	ADJUSTED COST	FEE	CE/PROCEDURE	SERVICE UTILIZATION (FREQUENCY)	RVS VALUE	TOTAL SERVICE UNITS	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/CENTER	AVERAGE COST/SERVICE UNIT	COST/ SERVICE ADJUSTED	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	ADJUSTED COST	ADJUSTED TOTAL COST/ COST/C

REVISED: 03-Nov-89
7. I = Total Cost D + M
8. J = Cost of Living Allowance (COLA)
9. K = I x K (COLA % + 100%)
10. L = Fee

REVISED: 03-Nov-88
5. G = F x C
6. H = Cost of Living Allowance (COLA)
7. I = G x K (COLA % + 100%)
8. J = Fee

REVISED: 03-Nov-88
1. D = B x C
2. Total Column D
3. E = Column D, line 1 of BCR Table 6
4. F = Column E - Column D Total

REVISED: 03-Nov-88
5. G = F x C
6. H = Cost of Living Allowance (COLA)
7. I = G x K (COLA % + 100%)
8. J = Fee

REVISED: 03-Nov-88
1. D = B x C
2. Total Column D
3. E = Column D, line 1 of BCR Table 6
4. F = Column E - Column D Total

DEPARTMENT OF PUBLIC HEALTH
NOTICE OF ADOPTED AMENDMENTS

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Attachment D

Attachment E

COST OF SERVICE/FEE DETERMINATION WORKSHEET										COST OF SERVICE/FEE DETERMINATION WORKSHEET									
COST CENTER					COST CENTER					COST CENTER					COST CENTER				
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)
SERVICE/PROCEDURE	SERVICE UTILIZATION (FREQUENCY)	RVS VALUE	TOTAL SERVICE UNITS	ADJUSTED COST/CENTER	AVERAGE COST/SERVICE UNIT	COST//SERVICE	COST OF LIVING ALLOWANCE	ADJUSTED COST	FEE	ADJUSTED COST	FEE	PER UNIT PURCHASE EXPENSE	TOTAL BASE COST	COST OF LIVING ALLOWANCE	TOTAL PURCHASE EXPENSE	ACTUAL PER UNIT PURCHASE EXPENSE	03-Nov-88	03-Nov-88	03-Nov-88
1.00		1.20																	
2.85		2.85																	
0.15		0.15																	
3.00		3.00																	
4.00		4.00																	
90.00		90.00																	
10.00		10.00																	
1.50		1.50																	
0.22		0.22																	
5.00		5.00																	
5.00		5.00																	
2.00		2.00																	
TOTAL																			

1. 0 = B x C

2. Total Column D

3. E = Column G, line 4 of SCRR Table 8

4. F = Column E + Column D Total

5. G = F x C

6. H = Actual Per Unit Purchase Expense

7. I = 0 + H

8. J = Cost of Living Allowance (COLA)

9. K = I x (COLA % + 100%)

10. L = Fee

11. M = Cost of Living Allowance (COLA)

12. N = 0 x (COLA % + 100%)

13. O = Column E + Column D Total

14. P = Column E + Column D Total

15. Q = P x C

16. R = Cost of Living Allowance (COLA)

17. S = 0 x (COLA % + 100%)

18. T = Fee

REVISED: 03-Nov-88

DEPARTMENT OF PUBLIC HEALTH
NOTICE OF ADOPTED AMENDMENTS

Attachment F

E X A M P L E

POVERTY INCOME GUIDELINES

CLIENT FEE DISCOUNT CATEGORIES
Family Planning Services

1989 Revised Guidelines as published in Federal Register, 2/16/89, Vol. 54, No. 31

01/08/89

FAMILY SIZE	A	B	C	D	E	40%	F	G	H	I	80%	J	100% K
1	0	5980	5981	8224	8225	10467	10468	12711	12712	14954	14955	17197	17198
2	0	8020	8021	11029	11030	14038	14039	17046	17047	20054	20055	23061	23062
3	0	10060	10061	13834	13835	17608	17609	21381	21382	25154	25155	28927	28928
4	0	12100	12101	16639	16640	21177	21178	25716	25717	30254	30255	34792	34793
5	0	14140	14141	19444	19445	24748	24749	30051	30052	35354	35355	40657	40658
6	0	16180	16181	22249	22250	28318	28319	34386	34387	40454	40455	46512	46513
7	0	18220	18221	25054	25055	31888	31889	38721	38722	45554	45555	52412	52413
8	0	20260	20261	27859	27860	35457	35458	43056	43057	50654	50655	58252	58253

*FOR FAMILY UNITS WITH MORE THAN 8 MEMBERS, FOR EACH ADDITIONAL MEMBER ADD TO COLUMN B: \$2,040

**POVERTY LEVEL: \$5,980

B = Family size - 1 = Poverty Level
 C = All other Family size = Previous Family size Poverty Level plus \$2,040
 D = (B+1)
 E = (D+1)
 F = (E-B)/4+C
 G = (F+1)
 H = (G-B)/4+G
 I = (H+1)
 J = (I-B x 2.5)
 K = (J+1)

DEPARTMENT OF PUBLIC HEALTH
NOTICE OF ADOPTED AMENDMENTS

Attachment G

SLIDING FEE SCALE

SERVICE/PROCEDURES (a)	COST/ SERVICES	FEE	0%	20%	40%	60%	80%	100%
Minimal Services								
Brief/Intermediate Exam								
Extended Exam								
IUD Insertion								
Diaphragm FIF								
Sonography/Post IUD								
X-ray/Post IUD								
HCT/HGB								
Urinalysis								
Pregnancy Test								
VDRL/RPR								
Pad Smear								
Gonorrhea Culture								
Miscellaneous Culture								
Bacterial Smear/Wet Mount								
Stickle Cell								
PP Blood Glucose								
Cholesterol Level								
SMA-12								
Colposcopy								
Colposcopy and Biopsy								
Chlamydia								
Orals								
Creams								
Jellies								
Suppositories (each)								
Foams								
Diaphragms								
IUDs								
Basal T & C								
Sponges (each)								
Condoms (each)								
Meds/Vag Inf								
Meds/STD								
Contraceptive Film								
In-depth 1 Hour Counseling/15 Min. to 1 Hr.								

NOTICE OF ADOPTED AMENDMENTS

ALLOCATION OF MONIES FOR BCRR

DEPARTMENT OF PUBLIC HEALTH

NOTICE OF ADOPTED AMENDMENTS

Volunteer Counselor

Administrator's time

Rent at 2nd site

400

700

1,200

SALARIES		EQUIPMENT DEPRECIATION		MEDICAL COST CENTER	
0.5	OB/GYN Physician	50,000	Medical		
2.0	OB/GYN Nurse Practitioners	52,000	Laboratory		
1.5	RN's	24,000	Patient Records		
0.5	RN (Pharmacy)	8,000	Administration		
2.0	LPN's	22,000			
0.5	Medical Appt. Secy.	5,750			
0.5	Client Records Clerk	5,750			
1.0	Health Educator	16,000			
0.5	Laboratory Technician	7,000			
1.0	Project Director	20,000			
1.0	Admin. Secy./Recept.	12,000			
1.0	Bookkeeper	12,000			
0.2	Custodian	1,600			

FRINGE BENEFITS	27,300
CONSULTANT & CONTRACT SERVICES	
Nurse Practitioner	17,000
Outside Laboratory	19,792
Accountant's Fee	800
Attorney's Fee	100
Security	2,000

SUPPLIES	
Medical	10,000
Laboratory	3,000
Health Education	500
Pharmacy	1,000
Patient Records	200
Administration	500
Housekeeping	100
DONATED MATERIALS AND SERVICES	
Volunteer R.N.'s	6,000
GC's done by State lab	1,200
Contraceptives from closing clinic	2,400

OTHER CLIENT EXAMINATION EXPENSES	
Contractual Examiners Fees	9. \$ 17,000.00
Client Examination Equipment Lease or Rental	10. \$.00
Client Examination Equipment Depreciation Expense	11. \$ 800.00
Client Examination Equipment Repair & Maintenance	12. \$.00
Client Examination Supplies Expense	13. \$ 10,000.00

CLIENT EXAMINATION DIRECT EXPENSES	
SALARIES AND WAGES (Include only those staff who perform or assist in performing client examinations.)	
1. Physician	1. \$ 50,000.00
2. Physician Assistants	2. \$.00
3. Nurse Practitioners	3. \$ 52,000.00
4. Nurse Midwives	4. \$.00
5. Other Nurses	5. \$ 46,000.00
Medical Support	
6. Medical Appointment Secretary	6. \$ 5,750.00
7. Portion of Client Records Clerk	7. \$ 4,600.00
8. Total Salaries	8. \$ 158,350.00
Total on line 8 is equal to BCRR Table 6, worksheet A, Column E, line 1.	

NOTICE OF ADOPTED AMENDMENTS

14. Client Examination Staff Travel Expense 14. \$.00
15. Malpractice Insurance 15. \$ 5,000.00
16. Other Client Examination Expenses 16. \$ 240.00
17. Total Other Client Examination Expenses 17. \$ 33,040.00
(Sum of lines 9 through 16)
Total on line 17 is equal to BCRR Table 6,
worksheet A, Column I, line 1.

DONATED MEDICAL EXPENSES

18. Value of Physician's Donated Time 18. \$.00
19. Value of Nurse Midwife/N.P.'s Donated Time 19. \$.00
20. Value of R.N.'s Donated Time 20. \$ 6,000.00
21. Value of LPN's Donated Time 21. \$.00
22. Value of other Donated Medical Expenses 22. \$.00
23. Total Donated Services and Materials 23. \$ 6,000.00
(Sum of lines 18 through 22)
Total on line 23 is equal to BCRR Table 6,
worksheet A, Column J, line 1.

PATIENT EXAM INDIRECT COSTS

24. Medical Fringe Benefits 24. \$ 18,291.00
(Worksheet A - Column g, line 1)
25. Medical Facility Costs 25. \$ 11,984.00
(Worksheet B - Column d, line 1)

DEPARTMENT OF PUBLIC HEALTH

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26. Administrative Costs 26. \$ 37,724.00
(Worksheet B - Column g, line 1)
To arrive at the total medical costs you will add salary and wages (8), other
costs (17) and donated services and materials (23) to the fringe
benefits (24), facility costs (25) and administrative costs (26).
27. Total Medical Costs 27. \$ 265,389.00
This total equals BCRR Table 6, Column g, line 1.

LABORATORY COST CENTER

LABORATORY SERVICES DIRECT EXPENSES

28. Salaries and Wages (include only those staff who
perform tests, assist in tests or prepare specimens) 28. \$ 7,000.00
29. Total 29. \$ 7,000.00
Total on line 29 is equal to BCRR Table 6,
worksheet A, Column E, line 2.

OTHER LABORATORY EXPENSES

30. Laboratory Equipment Lease or Rental Expense 30. \$.00
31. Laboratory Equipment Depreciation Expense 31. \$ 200.00
32. Laboratory Equipment Maintenance and Repair Expense 32. \$.00
33. Laboratory Supplies Expense 33. \$ 3,000.00
34. Purchased Outside Laboratory Services Expense 34. \$ 19,792.00
See page 35.

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35. Other Laboratory Expenses 35. \$.00
36. Total Other Laboratory Services Expenses 36. \$ 22,992.00
(Sum of lines 30 through 35)

Total on line 36 is equal to BCRR Table 6,

Worksheet A, Column I, line 2.

DONATED LABORATORY EXPENSES

37. Value of Lab Technician's Donated Time 37. \$.00
38. Value of Donated Lab Supplies 38. \$.00
39. Value of Donated Lab Tests 39. \$ 1,200.00
40. Value of other Donated Lab Expenses 40. \$.00
41. Total Donated Laboratory Services and Materials 41. \$ 1,200.00
(Sum of lines 37 through 40)

Total on line 41 is equal to BCRR Table 6,

Worksheet A, Column J, line 2.

LABORATORY SERVICES INDIRECT EXPENSES

42. Laboratory Fringe Benefits 42. \$ 819.00
(Worksheet A - Column g, line 2)
43. Laboratory Facility Costs 43. \$ 1,598.00
(Worksheet B - Column d, line 2)
44. Laboratory Administration Costs 44. \$ 5,716.00
(Worksheet B - Column g, line 2)

To arrive at the total laboratory expenses you will add salary and wages (29), other

DEPARTMENT OF PUBLIC HEALTH
NOTICE OF ADOPTED AMENDMENTS

costs (36) and donated services and materials (41) to the fringe benefits (42),
facility costs (43) and administrative costs (44).

45. Total Laboratory Costs 45. \$ 39,325.00

This total equals BCRR Table 6, Column g, line 2.

OUTSIDE LABORATORY TESTS:

Any laboratory test completed by an outside incorporated entity. An invoice and
payment to the entity for services must exist.

If you have "purchased outside laboratory fees" which will be included in total
laboratory expenses for your BCRR information, you must now subtract the dollar
amount of those purchases from your BCRR total on Table 6, Column g, line 2 to
arrive at the dollar amount to be used in your total adjusted cost/center of
Attachment C, Column E. You WILL NOT use the amount from your BCRR Table 6, Column
g, line 2 for this amount.

OUTSIDE LABORATORY COST AREA

Type of Supply	Your Cost/Unit x Number Used =	Total Expense*
46. VDRL/RPR	4.00 x 8	46. \$ 32.00
47. Pap Smear	3.50 x 4,000	47. \$ 14,000.00

* Round to the nearest dollar amount.

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48. Gonorrhea Culture	6.50	x	8	48. \$	52.00
49. Miscellaneous Culture	18.00	x	40	49. \$	720.00
50. Sickle Cell	5.00	x	100	50. \$	500.00
51. P.P. Blood Glucose	4.50	x	20	51. \$	90.00
52. Cholesterol Level	4.00	x	10	52. \$	40.00
53. SMA 12	6.75	x	10	53. \$	68.00
54. Colposcopy	40.00	x	4	54. \$	160.00
55. Colposcopy and Biopsy	50.00	x	1	55. \$	50.00
56. Chlamydia	8.00	x	510	56. \$	4,080.00
57. Total Outside Laboratory Fees				57. \$	19,792.00
58. Adjusted Total Cost Center:				58. \$	19,533.00

Line 45, subtract Line 57

equals amount on Line 58.

This is the amount to be

used in the Adjusted Total

Cost/Center, Attachment C, Column E

PHARMACY COST CENTER

Supplies Consumed During Reporting Period:

Type of Supply Your Cost/Unit x Number Used = Total Expense**

59. Oral Contraceptives .70 x 58,500 59. \$ 40,950.00

*The number used for each type of supply will come from your Inventory sheets.

**Round to nearest dollar amount

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60. Cream	1.00	x	54	60. \$	54.00
61. Jelly	1.00	x	50	61. \$	50.00
62. Suppository (each)	.20	x	5	62. \$	1.00
63. Foam	.90	x	2,304	63. \$	2,074.00
64. Diaphragm	3.00	x	124	64. \$	372.00
65. IUD	36.00	x	24	65. \$	864.00
66. Basal I & C	16.50	x	2	66. \$	33.00
67. Sponges (each)	.50	x	152	67. \$	76.00
68. Condoms (each)	.05	x	18,500	68. \$	925.00
69. Meds/Vag. Inf.	4.70	x	540	69. \$	2,538.00
70. Meds/STD Rx	4.70	x	539	70. \$	2,533.00
71. Contraceptive Film	3.00	x	10	71. \$	30.00
72. Total (Sum of lines 59 through 71)				72. \$	50,500.00

PROVISION OF CONTRACEPTIVE DRUGS/SUPPLIES DIRECT EXPENSES

73. Salaries and Wages for Staff Who Dispense or Assist

In Providing Contraceptive Drugs and Supplies

74. Total

Total on line 74 is equal to BCRR Table 6.

Worksheet A, Column E, line 4.

OTHER PHARMACY EXPENSES

75. Provision of Drugs and Supplies Equipment

Lease or Rental Expense

76. Provision of Drugs and Supplies Depreciation

75. \$

74. \$ 8,000.00

73. \$ 8,000.00

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Expense

76. \$.00

77. Provision of Drugs and Supplies Equipment

Maintenance and Repair Expense

77. \$.00

78. Dispensing Supplies Expense

78. \$.00

79. Other Pharmacy Expenses

79. \$.00

80. Total (Sums of lines 75 through 79)

80. \$ -0- .00

81. Total All Pharmacy Expenses

81. \$ 50,500.00

(Sum of lines 72 and 80)

Total on line 81 is equal to BCRR Table 6.

Worksheet A, Column I, line 4.

DONATED PHARMACY EXPENSES

82. Value of Pharmacists' Donated Time

82. \$.00

83. Value of Donated Pharmacy Supplies

83. \$.00

84. Value of Donated Contraceptive Supplies

84. \$ 2,400.00

85. Value of Other Donated Pharmacy Expenses

85. \$.00

86. Total Donated Pharmacy Services and Materials

86. \$ 2,400.00

(Sum of lines 82 through 85). Total on line 86 is equal to BCRR Table 6.

Worksheet A, Column J, line 4.

PHARMACY SERVICES INDIRECT EXPENSES

87. Pharmacy Fringe Benefits

87. \$ 819.00

(Worksheet A - Column g, line 4)

88. Pharmacy Facility Costs

88. \$ 1,198.00

(Worksheet B - Column d, line 4)

89. Pharmacy Administration Costs

89. \$ 10,288.00

(Worksheet B - Column g, line 4)

To arrive at the total Pharmacy costs you will add salary and wages (74), other costs (81) and donated services and materials (86) to fringe benefits (87), facility costs (88) and administrative costs (89).

90. Total Pharmacy Costs

90. \$ 73,205.00

This total equals BCRR Table 6, Column g, line 4.

91. Adjusted total cost center

91. \$ 22,705.00

To arrive at the total adjusted cost/center you must subtract the dollar amount of consumed contraceptives, drugs/supplies from your BCRR total on Table 6, Column G, line 4, which is the amount on line 90, minus line 72, equals the amount on line 91. This is the amount to be used in the adjusted total cost/center, Attachment D, Column E.

COUNSELING AND EDUCATION COST CENTER

FAMILY PLANNING COUNSELING AND EDUCATIONAL DIRECT EXPENSES

92. Salaries and Wages, Family Planning

92. \$ 16,000.00

Counselors, Educators and Assistants

93. \$ 1,150.00

93. Portion of Client Records Clerk

94. \$ 17,150.00

94. Total

Total on line 94 is equal to BCRR Table 6.

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worksheet A, Column E, line 7.

OTHER COUNSELING AND EDUCATION EXPENSES

95. Counseling and Educational Services		95. \$.00
Staff Travel Expense			
96. Counseling and Educational Services		96. \$.00
Equipment Rental			
97. Counseling Expense or Lease Expense and		97. \$.00
Educational Services Equipment Depreciation			
98. Counseling and Educational Services Equipment		98. \$.00
Repair and Maintenance Expense			
99. Counseling and Educational Supplies Expense		99. \$	500.00
100. Other Counseling and Educational Expense		100. \$	60.00
101. Total Family Planning Counseling and Educational			
Services Direct Expenses		101. \$	560.00
Total on line 101 is equal to BCRR Table 6,			
worksheet A, Column I, line 7.			

DONATED EDUCATION AND COUNSELING EXPENSES

102. Value of Counselors Donated Time		102. \$	400.00
103. Value of Other Donated Counseling and			
Educational Services Expense		103. \$.00
104. Total Donated Counseling and Educational			
Services Expenses		104. \$	400.00

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(Sum of lines 102 through 103)

Total on line 104 is equal to BCRR Table 6,

worksheet A, Column J, line 7.

COUNSELING AND EDUCATIONAL INDIRECT EXPENSES

105. Counseling and Education Fringe Benefits		105. \$	1,911.00
(Worksheet A - Column g, line 7)			
106. Counseling and Education Facility Costs		106. \$	2,197.00
(Worksheet B - Column d, line 7)			
107. Counseling and Education Administration Costs		107. \$	3,430.00
(Worksheet B - Column g, line 7)			
To arrive at the total Counseling and Education costs you will add salary and			
wages (92), other costs (101) and Donated Counseling and Educational Services			
(104) to fringe benefits (105), facility costs (106) and administrative costs			
(107).			
108. Total Counseling and Education Costs		108. \$	25,648.00
This total equals BCRR Table 6, Column g,			
line 7.			

WORKSHEET A - COLUMN E

Salaries Personnel Includes Column C (C + E = E)

1. Medical - line 1		\$158,350
.5 OB/GYN Physician		50,000
2.0 OB/GYN Nurse Practitioners		52,000

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1.5 RN'S
2.0 LPN'S
5 Medical Appt. Sec'y.

Add Column C
4 Patient Records Clerk

2. Laboratory - line 2

0.5 Lab Technician

4. Pharmacy - line 4

5 R.N.
8,000

7. Other Health - line 7

1.0 Health Educator

Add Column C
1 Patient Record Clerk

12. Administration - line 12

1.0 Project Director
1.0 Admin. Sec'y/Recept.
1.0 Bookkeeper

13. Facility - line 13

2 Custodian

15. TOTAL - LINE 15

WORKSHEET A - COLUMN I
Other Costs Include Column D (D + I = I)

1. Medical - line 1

Contractual N.P.
Medical Supplies
Medical Equipment Depreciation
Medical Malpractice Insurance

Add Column D
Patient Records Cost

24,000
22,000
5,750

4,600

\$ 7,000

7,000

\$ 8,000

\$ 17,150

16,000

1,150

\$ 44,000

20,000

12,000

12,000

\$ 1,600

1,600

\$236,100

\$ 33,040

17,000
10,000
800
5,000

240

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2. Laboratory - line 2

Outside Laboratory
Laboratory Supplies
Laboratory Depreciation

3. Pharmacy - line 4

Contraceptives Used

7. Other Health

Health Education Supplies

Add Column D

12. Administration - line 12

Accountant Fee
Attorney Fee
Administrative Supplies
Equipment Depreciation
Fidelity Bonding
Telephone
Photo Copy
Postage
Administrative Travel

13. Facility - line 13

Security
Housekeeping Supplies
Facility Insurance
Rent
Utilities

15. TOTAL - LINE 15

WORKSHEET A - COLUMN J
Value of Donated Materials and Services

1. Medical - line 1

Volunteer R.N.'s

2. Laboratory - line 2

\$ 22,992

19,792
3,000
200

\$ 50,500

50,500

\$ 560

500

60

\$ 4,275

800
100
500
900
100
740
560
375
200

\$ 16,900

2,000
100
1,000
12,000
1,800

\$128,267

\$ 6,000

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Free qc's done by the State lab

4. Pharmacy - line 4

Contraceptives donated by a closing clinic

7. Other Health - line 7

Volunteer counselor

12. Administrator's Time

13. Free rent at second site

15. TOTAL - LINE 15

1,200

2,400

400

700

1,200

11,900

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BCRR REPORTING NO. _____
HCEA ID NO. _____

SUPPORT FOR PERIOD: Check One & Complete Date	
January 198	through June 198
January 198	through December 198
198	through 198

☐ Initial Submission ☐ Revision

TABLE 8: COSTS BEFORE AND AFTER DISTRIBUTION BY FUNCTIONAL COST CENTER FOR THIS REPORTING PERIOD

NOTE: Grantees should complete this table as follows:
Amount: The entire table (LINES 1 through 13, COLS. a through g).
First column: Enter the amount of the grant award received by the grantee for the first three quarters.
Complete all of LINE 13 and the corresponding COLS. (f) and (g).

FUNCTIONAL COST CENTER	SALARIED PERSONNEL - WORKSHEET A COL. 1a	OTHER (INCLUDING CONSULTANT AND CONTRACT SERVICES)	VALUE OF DONATED MATERIAL & SERVICE**	TOTAL BEFORE DISTRIBUTION COL. 5 (a + b + c + d)	TOTAL AFTER DISTRIBUTION OF FACILITY COSTS*** COL. 6	TOTAL AFTER FINAL DIST. OF CLINIC OVERHEAD COSTS COL. 7
HEALTH CARE FUNCTIONS						
1) Medical (A)	176,641	33,040				265,389
2) Laboratory Medical (B)	7,819	22,992				39,325
3) X Ray Medical (C)						
4) Pharmacy Medical & Dental (D)	8,919	50,500				73,205
5) Dental (E, Lab. & X Ray) (E)						
6) Inpatient (F)						
7) Other Health (G)	19,061	560				25,648
8) Community Service (H)						
9) Environmental (I)						
10) Patient Transportation (J)						
CLINIC OVERHEAD FUNCTIONS						
11) Administration (K)	49,187	4,275			57,158	-0-
12) Facility (L)	1,873	16,900			0	-0-
13) TOTAL LINES 1 through 12	263,400	128,267	11,900	403,567		403,567

*Include the costs of salaried personnel, including the costs of fringe benefits paid to employees (see TABLE 8 Worksheet A).
**Include the costs associated with donated personnel, including NMHC support. For NMHC personnel, include the allocatable cost of the support, not the amount actually reimbursed to the Corps.
***Only the costs not shared should be completed with the data transferred from Worksheet B.

NOTE: The distribution of PERIODIC COSTS across the functional areas should correspond to the distribution of STAFF PERSONNEL. The functional areas in LINE 13 should correspond to the functional areas in LINE 13 of Worksheet A. For any individual whose time is split among two or more functions in TABLE 3, the same percentages will be applied to the support of personnel and consistent costs in this table.
All amounts should be rounded off to the nearest dollar.

COMPLETION CHECKS
LINE 11 (a) (b) LINE 13 (a) (b)

FREQUENCY OF REPORTING: Semi annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year to date basis from January 1st through the ending month of the reporting period (June 30 or December 31).

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**TABLE 6 WORKSHEET A: DISTRIBUTION OF
 PATIENT RECORDS COSTS AND FRINGE BENEFITS ACROSS FUNCTIONAL COST CENTERS**

NOTE: If this Worksheet is used, it must be retained by the grantee. It should not be submitted with TABLE 6.

FUNCTIONAL COST CENTERS	DISTRIBUTION OF PATIENT RECORDS COSTS				DISTRIBUTION OF FRINGE BENEFITS COSTS				Total Before Distribution
	Number of Encounters	% of Total Encounters	Amount of Personnel Distrib. to Functions	Amount of Other Distrib. to Functions	Salaries (inc. Col. C)	Personnel Costs	% of Total Salaries	Amount of Fringe Benefits Distrib. to Functions	Total Salaries
HEALTH CARE FUNCTIONS:									
1) Medical (A)	12,000	80%	4,600	240	158,350	176,940	67%	18,291	195,231
2) Laboratory Medical (B)					7,000	7,000	3%	819	7,819
3) X-Ray Medical (C)									
4) Pharmacy Medical & Dental (D)					8,000	8,000	3%	819	8,819
5) Dental (Lab & X-Ray) (E)	0								
6) Inpatient (F)									
7) Other Health (G)	3,000	20%	1,150	60	17,150	19,060	7%	1,911	20,971
8) Community Service (H)									
9) Environmental (I)									
10) Patient Transportation (J)									
11) Patient Records			157,500	1,300		158,800	100%		158,800
CLINIC OVERHEAD FUNCTIONS:									
12) Administration (K)					44,000	44,000	19%	5,187	49,187
13) Facility (L)					1,600	1,600	1%	273	1,873
14) Fringe Benefits								12,306	12,306
15) TOTAL (LINES 1 through 14)	15,000	100%	0	0	236,100	236,400	100%	0	236,400

**TABLE 6 WORKSHEET B:
 DISTRIBUTION OF CLINIC OVERHEAD COSTS ACROSS HEALTH CARE COST CENTERS**

NOTE: If this Worksheet is used, it must be retained by the grantee. It should not be submitted with TABLE 6.

FUNCTIONAL COST CENTERS	DISTRIBUTION OF FACILITY COSTS				Total Before Distribution Worksheet A, Col (K)	DISTRIBUTION OF ADMINISTRATION COSTS				Total After Final Distrib. of Clinic Overhead Costs (e + g)
	Square Feet (a)	% of Square Footage (b)	Amount of Facility Distrib. to Functions (c)	Total After Distrib. of Facility Costs (a + d)		% of Health Care Admin. Distrib. (f)	Amount of Admin. Distrib. to Functions (g)			
HEALTH CARE FUNCTIONS:										
1) Medical (A)	1,600	60%	11,984	227,665	66%	37,724	(h)			
2) Laboratory - Medical (B)	200	8%	1,598	33,609	10%	5,276	(i)			
3) X-Ray - Medical (C)							(j)			
4) Pharmacy, Medical & Dental (D)	150	6%	1,198	62,917	18%	10,288	(k)			
5) Dental (Lab & X-Ray) (E)							(l)			
6) Inpatient (F)							(m)			
7) Other Health (G)	300	11%	2,197	22,218	6%	3,430	(n)			
8) Community Service (H)							(o)			
9) Environmental (I)							(p)			
10) Patient Transportation (J)							(q)			
11) SUBTOTAL (LINES 1 through 10)				346,409	100%		(r)			
CLINIC OVERHEAD FUNCTIONS:										
12) Administration (K)	400	15%	2,996	57,158		152,158	(s)			
13) Facility (L)				-0-		0	(t)			
14) SUBTOTAL (LINES 12 + 13)				-0-		0	(u)			
15) GRAND TOTAL	2,650	100%	-0-	403,567		0	(v)			

CONSISTENCY CHECKS:

1. COL (A) equals TABLE 6 COL (A)
2. COL (L) equals TABLE 6 COL (L)
3. COL (H) equals TABLE 6 COL (H)
4. LINE 15, COL (A), COL (L), and COL (H) should all be equal.

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DETERMINATION OF COST PER PROCEDURE

The purpose of this step is to distribute health care costs to particular procedures to derive the unit cost of each procedure. The cost per procedure should be computed for all procedures. The cost per procedure information is useful for managers in establishing charges and for analyzing the benefit of continuing to provide specific services. There may be some cases in which the cost per procedure requires a charge so far above the competitive rate (what other providers in the area would charge for that service) that the charge is prohibitive. This should be a signal to management that steps must be taken to lower costs in the future or consideration should be given to phasing out that service and making alternative arrangements.

In order to determine the cost you must define the specific procedures performed in each cost center and determine how many times or frequency the procedure is performed. We have assigned relative values to procedures on page 18.

Prepare a Cost of Service/Fee Determination Worksheet for each cost center. See Attachments B, C, D and E.

MEDICAL COST CENTER

Attachment B

1. Column A - List procedure.

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2. Column B - List Service Utilization/Frequency of Procedure.
3. Column C - List Relative Value for Procedure from Page 18.
4. Column D - Column B x Column C. Total Column D.
5. Column E - Cost center amount from BCRR Table 6, Column G, line 1.
6. Column F - Total Column E divided by total Column D. This gives you your average cost/service unit which is listed for each line item.
7. Column G - The dollar amount in Column F times each RVS of Column C. This amount represents the cost for each specific service.
8. Column H - Cost of living allowance (COLA). Use the most recent consumer price index provided by IDPH.
9. Column I - Adjusted cost equals cost/service in Column G times Column H, cost of living allowance (COLA)% plus 100%.

Example:

$$\text{\$10.00} \times 105\% = \text{\$10.50}$$

10. Column J - The full fee to be charged and should approximate Column K. For convenience round up to nearest dollar.

LABORATORY COST CENTER

Attachment C

1. Column A - List lab services provided.
2. Column B - List Service Utilization/Frequency of Procedure.
3. Column C - List Relative Value for Procedure from Page 18.
4. Column D - Column B X Column C. Total Column D.
5. Column E - Cost center amount from BCRR Table 6, Column G, line 2, minus

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the cost of PURCHASED OUTSIDE LABORATORY TESTS equals adjusted total cost/cost center. OUTSIDE LABORATORY TESTS ARE THOSE TESTS NOT PERFORMED BY THE AGENCY. This does not include collection of specimens.

6. Column F - Total adjusted cost center, Column E, divided by total service units, Column D, equals Column F, the average cost/service unit.
7. Column G - Adjusted cost/service equals the dollar amount in Column F times each relative value of Column C. This amount represents the cost for each specific service. Column F X Column C.
8. Column H - Enter the per unit purchase expense of OUTSIDE LABORATORY TESTS on the appropriate line or lines. This additional purchase expense applies only to designated tests. See designated list on page 35.
- For nondesignated test, Column H equals ZERO.
9. Column I - Total base cost equals adjusted cost/service plus per unit purchase expense. Column G + Column H.
10. Column J - Cost of living allowance (COLA). Use the most recent consumer price index provided by IDPH.
11. Column K - Adjusted cost equals total base cost in Column I times Column J, cost of living allowance (COLA)% plus 100%.
- Example:
 $\$4.60 \times 105\% = \4.83
12. Column L - The full fee to be charged and should approximate Column K. For convenience round up to nearest dollar.

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PHARMACY COST CENTER

Attachment D

1. Column A - List pharmaceuticals provided.
2. Column B - List Service Utilization.
3. Column C - List Relative Value for Pharmaceuticals from page 18.
4. Column D - Column B X Column C. Total Column D.
5. Column E - Cost center amount from BCRR Table 6, Column G, line 4, minus the cost of consumed pharmaceuticals equals adjusted total cost/cost center.
6. Column F - Total adjusted cost center, Column E, divided by total service units, Column D, equals Column F, the average cost/service unit.
7. Column G - Adjusted cost/service equals the dollar amount in Column F, times each relative value of Column C. This amount represents the cost for each specific service. Column F x Column C.
8. Column H - Equals the purchase expense per pharmaceutical unit. To arrive at an average per unit purchase expense, for Attachment D, Column H, when several brands of a pharmaceutical are purchased at different prices you will divide the total dollar value of those pharmaceuticals consumed during that period by the total number of units of those pharmaceuticals consumed during the same reporting period.
9. Column I - Total base cost equals adjusted cost/service plus per unit purchase expense. Column G + Column H.
10. Column J - Cost of living allowance (COLA). Use the most recent consumer

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price index provided by IDPH.

11. Column K = Adjusted cost equals total base cost in Column I times
Column J, cost of living allowance (COLA)% plus 100%.

Example:

$$\underline{\quad} \$4.60 \times 105\% = \$4.83$$

12. Column L = The full fee to be charged and should approximate Column K.
For convenience round up to nearest dollar.

EDUCATION/COUNSELING COST CENTER

Attachment E

1. Column A = List procedure.
2. Column B = List Service Utilization/Frequency of Procedure.
3. Column C = List Relative Value for Procedure from Page 18.
4. Column D = Column B X Column C. Total Column D.
5. Column E = Cost center amount from BCRR, Table 6, Column G, line 7.
6. Column F = Total Column E divided by total Column D. This gives you your
average cost/service unit which is listed for each line item.
7. Column G = The dollar amount in Column F times each RVS of Column C. This
amount represents the cost for each specific service.
8. Column H = Cost of living allowance (COLA). Use the most recent consumer
price index provided by IDPH.
9. Column I = Adjusted cost equals cost/service in Column G times Column H,
cost of living allowance (COLA)% plus 100%.

Example:

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$$\underline{\quad} \$10.00 \times 105\% = \$10.50$$

10. Column J = The full fee to be charged and should approximate Column K.
For convenience round up to nearest dollar.

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Attachment B

COST OF SERVICE/FEE DETERMINATION WORKSHEET

(A) SERVICE/PROCEDURE	(B) SERVICE UTILIZATION (FREQUENCY)	(C) RHS VALUE	(D) TOTAL SERVICE UNITS	(E) TOTAL COST/ COST/CENTER	(F) AVERAGE COST/SERVICE UNIT	(G) COST/ SERVICE	(H) COST OF LIVING ALLOWANCE	(I) ADJUSTED COST	(J) FEE
Normal Service	900	11.00	9,900		\$11.21	\$13.33	5%	\$13.98	\$14.00
Intermediate Exam	1,500	16.00	27,000		1.21	21.78	5%	22.87	23.00
Extended Exam	6,000	30.00	180,000		1.21	16.30	5%	18.12	19.00
10 Insertion	24	30.00	720		1.21	16.30	5%	18.12	19.00
Exposure Fix	124	15.00	1,860		1.21	18.15	5%	19.06	20.00
Exposure/lost IUD	1	30.00	30		1.21	36.30	5%	38.12	39.00
Exposure/lost IUD	1	24.00	24		1.21	29.04	5%	30.49	31.00
TOTAL			219,534	\$265,389					

 REVISED:
 03 MAR 88

 5. G = F x C
 6. H = Cost of Living Allowance (COLA)
 7. I = G x (COLA % + 100%)
 8. J = Fee

 1. D = B x C
 2. Total Column D
 3. E = Column G, line 1 of BCRR Table 8
 4. F = Column E - Column D Total

Attachment C

COST OF SERVICE/FEE DETERMINATION WORKSHEET

(A) SERVICE/PROCEDURE	(B) SERVICE UTILIZATION (FREQUENCY)	(C) RHS VALUE	(D) TOTAL SERVICE UNITS	(E) TOTAL COST/ COST/CENTER	(F) AVERAGE COST/SERVICE UNIT	(G) COST/ SERVICE	(H) COST OF LIVING ALLOWANCE	(I) ADJUSTED COST	(J) FEE
Normal Service	3,890	9.00	11,670		\$2.26	\$2.78	0%	\$2.78	\$2.82
Intermediate Exam	3,799	4.00	15,196		2.6	1.04	0%	1.04	1.09
Extended Exam	1,025	10.00	10,250		2.6	2.60	0%	2.60	2.73
10 Insertion	8	9.00	48		2.6	1.56	4.00	5.56	5.84
Exposure Fix	4,000	9.00	32,000		2.6	2.08	3.50	5.58	5.86
Exposure/lost IUD	8	9.00	48		2.6	1.56	6.50	8.06	8.46
Exposure/lost IUD	40	9.00	240		2.6	1.56	18.00	19.56	20.56
Exposure/lost IUD	305	9.00	1,525		2.6	1.30	0%	1.30	1.37
Exposure/lost IUD	100	9.00	500		2.6	1.30	5.00	6.30	6.62
Exposure/lost IUD	20	9.00	120		2.6	1.56	4.50	6.06	6.36
Exposure/lost IUD	10	9.00	60		2.6	1.56	4.00	5.56	5.84
Exposure/lost IUD	10	18.00	160		2.6	4.16	6.75	10.91	11.46
Exposure/lost IUD	4	30.00	120		2.6	7.80	40.00	47.80	50.19
Exposure/lost IUD	1	40.00	40		2.6	10.40	50.00	60.40	63.43
Exposure/lost IUD	510	7.00	3,570		2.6	1.82	8.00	9.82	10.31
TOTAL			75,547	\$19,533					

 REVISED:
 03 MAR 88

 5. G = F x C
 6. H = Cost of Living Allowance (COLA)
 7. I = G x (COLA % + 100%)
 8. J = Fee

 1. D = B x C
 2. Total Column D
 3. E = Column G, line 1 of BCRR Table 8
 4. F = Column E - Column D Total

 5. G = F x C
 6. H = Actual Per Unit Purchase Expense From Outside Laboratory
 7. I = Total Cost G + H
 8. J = Cost of Living Allowance (COLA)
 9. K = I x (COLA % + 100%)
 10. L = Fee

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Attachment D

Attachment E

[illegible]

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Attachment F

F X A M P L E
POVERTY INCOME GUIDELINES
CLIENT FEE DISCOUNT CATEGORIES
Family Planning Services

03/08/89

1989 Revised Guidelines as published in Federal Register, 2/16/89, Vol. 54, No. 31

FAMILY SIZE	A	B	C	D	E	F	G	H	I	J	K
1	0	5980	5981	8224	8225	10467	10468	12711	12712	14950	14951
2	0	8020	8021	11029	11030	14037	14038	17046	17047	20050	20051
3	0	10060	10061	13834	13835	17602	17603	21382	21383	25150	25151
4	0	12100	12101	16639	16640	21177	21178	25116	25117	30250	30251
5	0	14160	14161	19444	19445	24747	24748	30051	30052	35350	35351
6	0	16180	16181	22249	22250	28318	28319	34366	34367	40450	40451
7	0	18270	18271	25054	25055	31887	31888	38721	38722	45550	45551
8	0	20260	20261	27859	27860	35457	35458	43056	43057	50650	50651

FOR FAMILY UNITS WITH MORE THAN 8 MEMBERS, FOR EACH ADDITIONAL MEMBER ADD TO COLUMN B: \$2,040

POVERTY LEVEL: \$5,980

B = Family size - 1 = Poverty Level

B = All other Family size = Previous Family size Poverty Level plus \$2,040

C = (B+1)

D = (3-B)/4+C

E = (D+1)

F = (3-B)/4+E

G = (F+1)

H = (3-B)/4+G

I = (H+1)

J = (B x 2.5)

K = (J+1)

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Attachment G

SLIDING FEE SCALE

SERVICE/PROCEDURES (a)	COST/ SERVICES	FEE	0%	20%	40%	60%	80%	100%
Minimal Services	\$13.98	\$14.00	N.C.	2.80	5.60	8.40	11.20	14.00
Blind/Intermediate Exam	22.87	23.00	N.C.	4.60	9.20	13.80	18.40	23.00
Extended Exam	38.12	39.00	N.C.	7.80	15.60	23.40	31.20	39.00
IUD Insertion	38.12	39.00	N.C.	7.80	15.60	23.40	31.20	39.00
Diaphragm Fx	19.06	20.00	N.C.	4.00	8.00	12.00	16.00	20.00
Sonography/lost IUD	38.12	39.00	N.C.	7.80	15.60	23.40	31.20	39.00
X-ray/lost IUD	30.49	31.00	N.C.	6.20	12.40	18.60	24.80	31.00
HCT/HBG	.82	1.00	N.C.	.20	.40	.60	.80	1.00
Urinalysis	1.09	2.00	N.C.	.40	.80	1.20	1.60	2.00
Pregnancy Test	2.73	3.00	N.C.	.60	1.20	1.80	2.40	3.00
VDRL/RPR	3.84	6.00	N.C.	1.20	2.40	3.60	4.80	6.00
Pap Smear	5.86	6.00	N.C.	1.20	2.40	3.60	4.80	6.00
Gonorrhea Culture	8.46	9.00	N.C.	1.80	3.60	5.40	7.20	9.00
Miscellaneous Culture	20.34	21.00	N.C.	4.20	8.40	12.60	16.80	21.00
Bacterial Smear/Wet Mount	1.37	2.00	N.C.	.40	.80	1.20	1.60	2.00
Sickle Cell	6.62	7.00	N.C.	1.40	2.80	4.20	5.60	7.00
PP Blood Glucose	6.36	7.00	N.C.	1.40	2.80	4.20	5.60	7.00
Cholesterol Level	3.84	6.00	N.C.	1.20	2.40	3.60	4.80	6.00
SMA-12	11.46	12.00	N.C.	2.40	4.80	7.20	9.60	12.00
Colposcopy	50.19	51.00	N.C.	10.20	20.40	30.60	40.80	51.00
Colposcopy and Biopsy	63.42	64.00	N.C.	12.80	25.60	38.40	51.20	64.00
Chlamydia	10.31	11.00	N.C.	2.20	4.40	6.60	8.80	11.00
Orals	1.06	2.00	N.C.	.40	.80	1.20	1.60	2.00
Creams	1.77	2.00	N.C.	.40	.80	1.20	1.60	2.00
Jellies	1.77	2.00	N.C.	.40	.80	1.20	1.60	2.00
Suppositories (each)	.25	.25	N.C.	.05	.10	.15	.20	.25
Foams	1.76	2.00	N.C.	.40	.80	1.20	1.60	2.00
IUDs	51.25	52.00	N.C.	10.20	20.40	30.60	40.80	51.00
Diaphragms	20.03	21.00	N.C.	4.20	8.40	12.60	16.80	21.00
Basal T & C	.93	1.00	N.C.	.20	.40	.60	.80	1.00
Sponges (each)	.12	.25	N.C.	.05	.10	.15	.20	.25
Condoms (each)	6.30	7.00	N.C.	1.40	2.80	4.20	5.60	7.00
Meds/Vag Inf	6.30	7.00	N.C.	1.40	2.80	4.20	5.60	7.00
Meds/SID	3.70	4.00	N.C.	.80	1.60	2.40	3.20	4.00
Contraceptive Film	20.79	21.00	N.C.	4.20	8.40	12.60	16.80	21.00
In-depth 1 Hour Counselling/15 Min. to 1 Hr.	13.23	14.00	N.C.	2.80	5.60	8.40	11.20	14.00

*Round to nearest .25

DEPARTMENT OF PUBLIC HEALTH
NOTICE OF ADOPTED AMENDMENTS

(Source: Added at 14 Ill. Reg. ~~20783~~, effective January 1, 1991)

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635. Appendix C Family Planning Services Application Packet

Checklist for Completing the FY90
Family Planning Services Application

Check () the following items for completeness before submitting your application for processing. Each must be addressed, filled in or attached as indicated. **CHECKLIST MUST BE SUBMITTED WITH APPLICATION.**

Cover Sheet Attachment A

Complete Sections 2 Applicant Organization _____

3 Applicant Certification _____

4 Type of Organization _____

5 Grant Support Requested _____

6 Type of Application _____

7 Legislative District _____

8 Date of Submission _____

Health Care Plan

#10 complete narrative _____

#11 define target area _____

#12 list clinic(s) names(s) and
days/hours of operation _____

#13 complete budget in accordance
with the attached budget and
expenditures category definitions _____

Checklist - FY90

#14 complete cost analysis by IDPH methodology _____

Between Page 5 & 6 attach schedule of discounts
and sliding fee scale with charges based upon _____

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1989 Poverty Guidelines.

#15 complete three (3) objectives

Complete attached Plans to Achieve
Objective/Program Progress Report
Forms three (3)

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Attachment A

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
335 WEST JEFFERSON STREET
SPRINGFIELD, ILLINOIS 62761

APPLICATION AND PLAN FOR PUBLIC HEALTH PROGRAM GRANT

PROGRAM TITLE: Family Planning Services

BRIEF SUMMARY: To provide comprehensive family planning services pursuant to the application and

assurances submitted by the grantee. Such services will be delivered in accordance with the

Department's applicable rules entitled Title 77: Public Health, Chapter 1: Department of Public

Health, Sub Chapter: Maternal and Child Health Part 635 Program Content and Guidelines for Title X

Family Planning Services

APPLICANT ORGANIZATION:

NAME:

ADDRESS:

TELEPHONE: ()

FED. ID NUMBER:

PROJECT DIRECTOR:

FINANCE OFFICER:

APPLICANT CERTIFICATION:

To the best of my knowledge, the data and
statements in this application are true and
correct. The applicant agrees to comply with
all State/Federal statutes and rules/regulations
applicable to the program.

AUTHORIZED OFFICIAL:

Date

Signature

4. TYPE OF ORGANIZATION:

- ☐ LOCAL HEALTH DEPARTMENT
☐ PRIVATE NON-PROFIT AGENCY
☐ OTHER

5. GRANT SUPPORT REQUESTED:

BEGINNING

ENDING

AMOUNT

6. TYPE OF APPLICATION:

- ☐ INITIAL ☐ CONTINUATION ☐ REVISION

7. LEGISLATIVE DISTRICT:

CONGRESSIONAL

LEGISLATIVE

(State Senator)

REPRESENTATIVE

(State Representative)

8. DATE OF SUBMISSION:

MONTH

DATE

YEAR

9. IMPORTANT NOTICE:

This State Agency is requesting disclosure
of information that is necessary to accomplish
the Secretary's duties as outlined under Illinois
Revised Statutes, Ch. 127, Part 127 et. seq.
Failure to provide this information may prevent
this form from being processed. This form has
been approved by the Form Management Center.

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Agency Name

APPLICATION AND PLAN FOR PUBLIC HEALTH PROGRAM GRANT (cont'd.) DATE FROM: _____ THROUGH _____

10. HEALTH CARE PLANS

INSTRUCTIONS: Complete a narrative summarizing the major features of the project including: 1. statement of need, 2. characteristics of the target area including other family planning resources, 3. methods used to conduct program and 4. measure its success.

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Agency Name

11. APPLICATION AND PLAN FOR PUBLIC HEALTH PROGRAM GRANT (cont'd.) DATE FROM: THROUGH: GEOGRAPHIC SERVICE AREA INSTRUCTIONS: Define your target service area by listing county(ies) or community(ies) served.

12. CLINIC(S) SCHEDULE(S)
INSTRUCTIONS: List 11 clinics by name, address and days/hours of operation.

[illegible]

USE ADDITIONAL SHEETS IF NECESSARY

3/89

USE ADDITIONAL SHEETS IF NECESSARY

3/89

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20886
90

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Illinois Department of Public Health
Division of Family Health
Budget Category Definitions

Agency Name

DATE FROM: DATE TO: THROUGH

APPLICATION AND PLAN FOR PUBLIC HEALTH PROGRAM GRANT - (Continued)
BUDGET INSTRUCTIONS: All funds must be identified and assigned to categories in accordance with the budget and expenditures category definitions.

CATEGORY	Family Planning Award Budget	Title XIX Budget	Patient Fees Budget	Other Funds Budget	TOTAL Budget
1. Personnel Services					
2. Contractual Services					
3. Supplies					
4. Travel					
5. Patient Care					
6. Equipment					
7. Total					

*Details must be provided below. Use additional sheets if necessary.

Personal Services

"The item 'personal services' means the reward or recompense made for personal services rendered by an employee of the delegate agency in support of this project, or any amount required or authorized to be deducted from the salary of any such person or any retirement or tax law, or both, or deductions from the salary of any such person under the Social Security Enabling Act, or deductions from the salary of such person. Any employee is anyone who receives the fringe benefits offered by the delegate agency."

Contractual Services

"The item 'contractual services' means and includes: (a) Expenditures incident to the current conduct and operation of an office, department, or agency in direct support of this project for postage and postal charges, telephone expenses, printing, office conveniences and services, exclusive of supplies as herein defined; (b) Expenditures of \$5,000 or less for repair or maintenance of property or equipment, utility services, professional or technical services; (c) Expenditures pursuant to multi-year lease, lease-purchase or installment purchase contracts for duplicating equipment authorized by the contract."

Travel

"The item 'travel' shall include any expenditure directly incident to official travel by employees of the project, involving reimbursement to travelers or direct payment to private agencies providing transportation or related services."

Supplies

"The item 'supplies' means and includes expenditures in connection with current operation and maintenance for the purchase of articles of a consumable nature which show a material change or appreciable depreciation with first usage, repair parts, and including tools and equipment having a unit value not in any instance exceeding \$50, but does not include any expenditure for library books or expenditure included in 'permanent improvements'."

Equipment

(purchase exceeding \$100)

"The item 'equipment' shall mean and include all expenditures for library books, and expenditures, having a unit value exceeding \$100, for the

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acquisition, replacement or increase of visible tangible personal property of a non-consumable nature."

Patient Care

"The item 'patient care' means services necessary for the care of patients that the delegatee can not provide other than by an outside vendor. This includes medical and social service contracts."

IDPH (1987)

Illinois Department of Public Health
Division of Family Health
Expenditures per Category

Listed below are examples of the most common charges shown under their appropriate category. If you have any other type of expense, please do not hesitate to call for assistance in placing it in the correct category.

I. Personal Services

1. Fringe benefits
2. Salaries

II. Contractual Services

1. Advertising costs
2. Building and ground maintenance
3. Conference and registration fees
4. Contractual employees
5. Copy machine rental
6. Insurance (building, fire, theft and malpractice)
7. Legal services and accounting fees
8. Postage (including stamps)
9. Printing
10. Rent or lease of space of property
11. Repair and maintenance of furniture and equipment
12. Statistical and tabulation services (data processing)
13. Subscriptions
14. Telephone
15. Utility costs

III. Supplies

1. Contraceptives
2. Educational and instructional materials

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3. Medical supplies
4. Office supplies
5. Pamphlets

IV. Travel

1. Lodging expenses
2. Per diem
3. Travel expense (mileage, train, or air fare)

V. Patient Care

1. Lab Work
2. Nurse practitioner for patient care (contracted out)
3. Physicians for patient care (contracted out)

VI. Equipment

1. All equipment that is purchased

IDPH (1987)

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APPLICATION AND PLAN FOR PUBLIC HEALTH PROGRAM GRANT (continued) Agency Name _____ DATE FROM: _____ THROUGH: _____

14. COST ANALYSIS AND FEES
Complete the cost analysis following the cost analysis manual instructions. Attach a copy of your agency's Schedule of Discounts and sliding fee schedule with charges based upon the 1990 Federal poverty guidelines.

(a) Service/Procedure	(b) Serv. Unit	(c) RVS	(d) Total Serv. Units	(e) Total Cost/Cost Ctr.	(f) Avg. Cost/Serv. Unit	(g) Cost/Serv. Unit	(h) Fee
Medical Cost Center							
Minimal	5.00			//////////			
Brief/Intermediate	18.00			//////////			
Extended	30.00			//////////			
LUD Insertion	30.00			//////////			
Diaphragm Fit	15.00			//////////			
Sonograph	30.00			//////////			
X-ray/Cost LUD	24.00			//////////			
TOTAL	//////////	//////////		//////////	//////////	//////////	//////////
Laboratory Cost Ctr.							
HGB/ACI	3.00			//////////			
UA	4.00			//////////			
Pregnancy Test	10.00			//////////			
UOI	6.00			//////////			
Pap Smear	8.00			//////////			
Gonorrhea	6.00			//////////			
Wic Culture	6.00			//////////			
Bact Sm/Net Mount	5.00			//////////			
Sickle Cell	6.00			//////////			
22 Blood Gluc.	6.00			//////////			
Cholesterol Level	6.00			//////////			
SM-12	16.00			//////////			
Colosticon	30.00			//////////			
Colo/Biopsy	40.00			//////////			
20 Smears Test	7.00			//////////			
TOTAL	//////////	//////////		//////////	//////////	//////////	//////////
Pharmacy Cost Ctr.							
Orals	1.20			//////////			
Cream	2.65			//////////			
Jellies	2.65			//////////			
Suppositories (ea.)	.15			//////////			
Pain	3.00			//////////			
Diaphragm	4.00			//////////			
LUD's	50.00			//////////			
Sexual Tlc.	10.00			//////////			
Seonogus (ea.)	1.50			//////////			
Condoms (ea.)	.22			//////////			
Meds/Vag Inf.	5.00			//////////			
Meds/STO	5.00			//////////			
Contracep Film	2.00			//////////			
TOTAL	//////////	//////////		//////////	//////////	//////////	//////////
Ed./Couns. Cost Ctr.							
1 hr. Indirect	30.00			//////////			
Couns./15min.-hr.	5.50			//////////			
TOTAL	//////////	//////////		//////////	//////////	//////////	//////////

3/89

Date Cost Analysis Completed _____
RCR DATA FROM CY 1989

ATTACH SCHEDULE OF DISCOUNTS AND SLIDING FEE SCALE
WITH CHARGES UTILIZED BY YOUR AGENCY
BASED UPON 1990 REVISED POVERTY GUIDELINES

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Agency Name _____

APPLICATION AND PLAN FOR PUBLIC HEALTH PROGRAM GRANT (cont'd.) DATE FROM: _____ THROUGH: _____

15. OBJECTIVES

Complete the objectives below by inserting the numbers that are appropriate for your agency. Agencies must complete objectives #1 and #2 by inserting the numbers that are appropriate for their agency. #3 must be an individual agency objective. Also complete the attached Plans to Achieve Objectives/Program Progress Report forms using these numbers and listing the tasks necessary to meet the objectives.

1. Provide family planning services to _____ unduplicated users in need of subsidized family planning services during State Fiscal Year 1991. At least 85% of users will be in the group with income equal to or less than 150% of poverty; _____ % of all users will be teenagers.

2. Provide _____ information and education programs for an estimated _____ individuals in communities served during State Fiscal Year 19 _____.

*3. Individual Agency Objective _____

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NOTICE OF ADOPTED AMENDMENTSPLANS TO ACHIEVE OBJECTIVES
PROGRAM PROGRESS REPORT

FAMILY PLANNING SERVICES

Agency _____

- Objective #1. Provide family planning services to _____ unduplicated users in need of subsidized family planning services during State Fiscal Year 1991. At least 85% of users will be in the group with income equal to or less than 150% of poverty; _____ % of all users will be teenagers.

Protect Period July 1, 1990 - June 30, 1991

Tasks to Meet Objective	SCHEDULE	Status of Task
	1. JANUARY	
	2. FEBRUARY	
	3. MARCH	
	4. APRIL	
	5. MAY	
	6. JUNE	
	7. JULY	
	8. AUGUST	
	9. SEPTEMBER	
	10. OCTOBER	
	11. NOVEMBER	
	12. DECEMBER	

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PLANS TO ACHIEVE OBJECTIVES
PROGRAM PROGRESS REPORT

PLANS TO ACHIEVE OBJECTIVES
PROGRAM PROGRESS REPORT

Agency

Project Period	July 1, 1990 - June 30, 1991
Objective #2	Provide information and education programs for an estimated 100,000 individuals in communities served during State Fiscal Year 1991.

Project Period July 1, 1990 - June 30, 1991

Objective #3

SCHEDULE

Tasks to Meet Objective

Status of Task

SCHEDULE

Tasks to Meet Objective

Status of Task

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Illinois Department of Public Health

Poverty Level

ILLINOIS FAMILY PLANNING RATE SCHEDULE
Effective July 1, 1990

Full rate + 25%
85% of full rate + 15%
One-third of full rate + 15%
15% only based on one-third rate
25% of full rate
No reimbursement

SERVICE	RATE	SERVICE	RATE	Attachment A
BILLABLE MEDICAL SERVICES				
Minimal Service Exam	5.50	Oral Contraceptives	1.50/cycle	
Brief/Intermediate Exam	12.65	Creams	2.00/tube	
Extended Exam	26.65	Jellies	1.30/tube	
(Includes \$3.50 for provision of basic AIDS education)		Suppositories	.25 each	
Intrauterine Device Insertion	35.30	Foams	2.00/can	
Diaphragm Fit	23.15	Diaphragms	4.50 each	
Cervical Cap Fit	23.15	Intrauterine Device	84.00 each	
		Basal Thermometer & Charts	15.00	
		Sponges	.50 each	
		Condoms	.15 each	
		Vag/STD Rx	5.00/medication	
		Contraceptive Film	2.00/pkg.	
		Cervical Cap	29.95 each	

3947f
4/89Illinois Department of Public Health
Family Planning Service Definitions

Billable Medical Services

Reimbursement will be provided for the services and procedures in this section when prescribed, furnished, directed or supervised by a physician. These services are exclusive of laboratory procedures; treatment of complications; billable counseling; and provision of contraceptive drugs, supplies and devices.

LABORATORY PROCEDURES

Hematocrit	3.30
Hemoglobin	3.30
Urinalysis/Dipstick	3.30
Pregnancy Test	8.90
Papanicolaou Smear	8.63
Wet Mount/Gram Stain	4.40
Miscellaneous Culture	5.75
Sickle Cell Screening	5.75
Post-prandial Blood Glucose	5.75
Cholesterol Level	6.80
SMA-12 Fasting Level	16.45
Colposcopy	29.75
Colposcopy with Biopsy	39.90
Chlamydia Test	6.50

COMPLICATIONS

X-rays/Lost IUD	36.40
Sonography/Lost IUD	60.65
Education/Counseling (15min. - 1 hr.)	30.00 5.50

BILLABLE COUNSELING

STERILIZATION

Pre-Counseling	30.00
Female Sterilization	
(Reimbursement only with prior approval from IDPH)	
Male Sterilization	
(Reimbursement only with prior approval from IDPH)	

1. Family Planning Minimal (Service) Examination - Examination accompanying routine medical revisits to an established client. May include IUD check, diaphragm placement check, visualization of vagina and cervix, possible palpation, weight and blood pressure.
2. Family Planning Brief/Intermediate Examination - Usual examination accompanying problem medical revisits which require a physical examination. Services vary and may include pregnancy diagnosis, vaginal infection, PID, possible IUD complications, follow up on a breast lump or suspicious PAP.
3. Family Planning Extended Examinations - Family planning examinations usually accompanying an initial and annual visit. Examination includes a complete physical including recto-vaginal examination, breast examination, weight and blood pressure.
4. Insertion of IUD - Placement into the uterus (by either the push or withdrawal technique) of an FDA approved contraceptive device following the sounding of the uterus.

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5. Diaphragm Fitting - Selection of appropriate size diaphragm based on depth of the vagina and perineal muscle tone.

Laboratory Procedures - The following routine and special laboratory services are reimbursable in connection with the physical examination and evaluation or if needed as a result of positive history or if deemed medically necessary at the time of examination by the attending physician or medical director in charge.

1. Hematocrit/Hemoglobin
2. Urinalysis/Dipstick
3. Pregnancy Test
4. Papanicolaou Smear
5. Wet Mount/Gram Stain - (e.g., Trichomoniasis, Candidiasis, Gardnerella)

6. Miscellaneous Culture - (e.g. Herpes, Urine)

7. Sickle Cell Screening

8. Post-Prandial Blood Glucose

9. Triglycerides Fasting Level Confirmation Test

10. SMA-12

11. Colposcopy - Examination of vagina and cervix by means of the colposcope.

12. Colposcopy with Biopsy - Examination of vagina and cervix by means of the colposcope with removal and examination of tissue.

13. Chlamydia Test - Direct smear FA and enzyme immunoassay (ELISA)

Complications - Occasionally, complications may develop. Such services related to complications will be limited to the following.

1. Sonography/Lost IUD - A record or display obtained by ultrasonic scanning for purpose of locating IUD.
2. X-Ray & Interpretation - Up to two x-rays for the purpose of determining location of IUD.

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Billable Counseling

1. Indepth/1 Hr. Counseling - Counseling designed to assist the individual client in understanding and successfully dealing with an identified problem. Such counseling may be related to the emotional aspects of a medical problem or may involve health education. This service should be completed by professional staff such as the public health nurse, health educator or social worker. Such counseling may require only one session or may involve multiple sessions to insure that the client has developed sufficient insight to deal with the related issues. This is not to be understood as a patient education session associated with a medical visit. The time expectation for delivery of this service is approximately 1 hour.

2. Education/Counseling (15 minute to 1 hour) - Education or counseling services related to the effective utilization of a family planning method and documented in the patient file. Time expectation for delivery of this service is approximately 15 minutes.

Contraceptive Supplies and Drugs - Reimbursement will be made for the following:

1. Oral Contraceptives
2. Creams
3. Jellies
4. Suppositories
5. Foams
6. Diaphragms
7. IUDs
8. Basal Thermometer & Charts
9. Sponges
10. Condoms
11. Vag/SID Rx
12. Contraceptive Film

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Sterilization - The following will be provided under the family planning program if sterilization is medically indicated and IDPH gives prior approval.

1. Pre-Counseling
2. Female Sterilization
3. Male Sterilization
4. Anesthesia
5. Pathology

(Source: Added at 14 Ill. Reg. 20783, effective January 1, 1991)

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635.Appendix D Instruction Manual For the BCHS Common Reporting Requirements

Instruction Manual

For the BCHS

Common Reporting Requirements

Revised January 1, 1982

U.S. Department of Health and Human Services
Public Health Service
Health Services Administration
Bureau of Community Health Services
Rockville, Maryland 20857

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FOR
BCHS COMMON REPORTING REQUIREMENTS (BCRR)
INSTRUCTION MANUAL

SECTION

Preface: Summary of Revisions

I Legislative Reference and Intent

II When Reports Are Due

III Who Should Submit Reports

IV Which Tables Apply to Specific BCHS Programs

V Use of the Instruction Manual

VI Definitions of Terms and Instructions for Completing Each Table of the BCRR

FACE SHEET (Instructions	Table
TABLE 1 (" " ")
TABLE 2-A (" " ")
TABLE 2-B (" " ")
TABLE 3 (" " ")
TABLE 4 (" " ")
TABLE 5 (" " ")
TABLE 6 (" " ")
TABLE 6 Worksheet A (" " ")
TABLE 6 Worksheet B (" " ")
TABLE 7 (" " ")
TABLE 8 (" " ")

VII Calculations of BCHS Indicators for Funding

VIII Sampling Procedures

IX Bibliography of Resource Materials

Index of Terms

The material in this manual should be read completely and in the

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order presented before attempting to fill out the tables.

LIST OF EXHIBITS

V-1 Data Managers

VI-1 Listings of Personnel by Functional Cost Center

VI-2 List of Examples of Clinic Overhead Costs

VI-3 Adjustments Necessary to Convert Costs from Cash to Accrual Basis for TABLE 6

PREFACE: SUMMARY OF REVISIONS

The 1982 revision of the Instruction Manual for the Bureau of Community Health Services Common Reporting Requirements (BCRR) supersedes all previous BCRR manuals and guidances. In updating the BCRR, the Bureau of Community Health Services (BCHS) sought and obtained project level input in order to make the BCRR a more precise evaluation and management tool. The BCRR is also intended to provide data for the Bureau's Productivity Effectiveness Initiative and other major Bureau initiatives.

Reporting requirements have been modified to simplify data collection and reporting. Overall, the number of data cells in the BCRR has been reduced by approximately 40 percent, from 283 cells in the 1980 version to 171 cells in the present version. When compared with the original 1977 version of 660 cells and the 1978 version of 390 cells, the 1982 revision represents a continuing effort to reduce the amount of data reported.

The revised tables have eliminated several reporting categories; e.g., dental users by age category, male family planning users, prenatal users and hospital admissions by project staff. Portions of the selected clinical indicators have been deleted and estimated users at risk are no longer reported. Cost breakdowns have been consolidated.

TABLE 7 (Accounts Receivable, Charges and Collections) has been reinstated as a reporting requirement for most programs; however, data are now reported in the aggregate rather than by source of funds.

The reporting frequency for the BCRR tables has been standardized. All tables, except TABLE 5 (Selected Clinical Services), are now submitted semi-annually on a calendar year-to-date basis (January through June and January through December). TABLE 5 is submitted semi-annually; however, the information reported covers only the six month reporting period (January through June and July through December) and is not on a year-to-date basis.

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To assist grantees in interpreting their own BCRR data, Section VII of this manual describes the standards and formulae for calculating the BCHS clinical and administrative funding indicators used in tracking the Bureau's Productivity Effectiveness Initiative. Section VIII provides a brief summary of sampling procedures to assist grantees in estimating user counts. Section IX contains a bibliography of BCHS publications, which in no way is an exhaustive list, but which may be helpful to grantees in collecting and organizing data for the BCRR.

Reporting requirements for Title X Family Planning grantees have been modified. Tables 2B and 8 are now the only tables required to be reported in their entirety. Tables 1, 2A, 4 and 7 are not required for submission. On Table 3, only Section A (Lines 1, 3, 4, 5 and 6) should be completed; all other columns, including the totals, should be left blank. On Table 5, only adolescent family planning, pap smear follow-up, and hypertension follow-up, Lines 3-5, are applicable. On Table 6, grantees should only complete Lines 1, 2, 4 and 7 of the Health Care Functions, with Line 7 including the aggregate of all other Health Care Function costs not shown elsewhere; Lines 11, 12 and 13 are still required as in previous reports.

SECTION I

LEGISLATIVE REFERENCE AND INTENT

The Bureau of Community Health Services (BCHS) is responsible for the administration of the Community Health Center Program, Family Planning Program, and Migrant Health Program. The Bureau of Health Personnel Development and Service (BHPDS) is responsible for the National Health Service Corps (NHSC) Program.

In order to improve the way the Bureaus manage the above programs and to assure compliance with the legislative intent of each of these programs, BCHS has established the BCHS Common Reporting Requirements (BCRR). The data collected through the BCRR will be used to accomplish the following objectives:

- to assure compliance with legislative mandates;
- to report to Congress regarding program status;
- to conduct program evaluation, including comparisons among programs, States, and Regions;
- to provide a data base for objective grant awards; and
- to identify areas in which grantees need technical assistance.

Each of the above programs is affected by the BCRR, and each has in its

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legislation and regulations sections that either allude to or require the collection of data relating to the costs of project operations, the patterns of utilization of services, and the availability of services. The applicable sections of the authorizing legislation are referenced below.

- Community Health Center Program: Section 330 of the Public Health Service Act (e-2-H).
- Family Planning Program: Title X of the Public Health Service Act; Section 1009-a, b, and c.
- Migrant Health Program: Section 329 of the Public Health Service Act (f-2-H).
- National Health Service Corps: Section 331 of the Public Health Service Act.

To satisfy the Bureaus' management and information needs, operational data are collected routinely by BCHS and BHPDS through the BCRR. The level of funds allocated to the Regional Offices for BCHS discretionary grant programs is substantially dependent upon the data reported by grantees through the BCRR. Failure to report by the grantees, therefore, affects the amount of funds available to the Regional Office, and in turn, to the grantees. BCRR data are also used in the computation of bills to BCHS sponsoring organizations for National Health Service Corps assignees, and failure to report affects any potential reduction in the bill for the reasonable cost of assignees. For these reasons, the Bureaus, in conjunction with the Regional Offices, routinely conduct data validation activities.

The data to complete required reports can be obtained directly from the outputs of a basic information system in any health organization. Specifically, the data in the BCRR come directly from the following subsystems:

- personnel/payroll;
- accounting;
- billing;
- patient records; and
- encounter forms/daily log.

With the exception of providing definitions to assist in the preparation of these reports, the manual neither attempts to prescribe a comprehensive management information system, nor to describe all of the data elements needed by grantees for internal management purposes. However, the BCRR may be used as a governing board and management monitoring tool and to provide information

in preparing an annual program plan or grant application.

SECTION II

WHEN REPORTS ARE DUE

A. Grantees are in violation of Public Health Service policy if they fail to submit reports that are complete, timely, accurate and valid. Timely submission is defined as the report being received no later than the deadline established by the Regional Office. Grantees are ineligible to receive continuation support if they fail to comply with the submission requirements of the BCRR. In order to ensure prompt receipt by Regional Offices, it is strongly recommended that all reports be sent by certified mail with return receipt requested.

B. The FACE SHEET must be included each time any table is submitted. The reporting period for the FACE SHEET should match the reporting period for each attached table submitted. Tables with different reporting periods should be submitted under separate FACE SHEETS.

C. All TABLES except TABLE 5 are submitted semi-annually on a cumulative calendar year-to-date basis for the reporting periods January 1 through June 30 and January 1 through December 31. New grantees which become operational after the beginning of the calendar year must report for the portion of the year for which they have been operational. In an exceptional case, a Regional Office may request a grantee to report on a quarterly basis using the following reporting periods: January 1 through March 31; January 1 through June 30; January 1 through September 30; and January 1 through December 31. For TABLES 6 and 8, only the designated subtotal and total cells should be completed on the first six month report (or the first three quarterly reports). The entire table should be completed for the twelve month reporting period.

D. TABLE 5 is submitted semi-annually but information reported covers only the six month reporting period (January through June or July through December).

E. The following table summarizes the schedule for submitting the BCRR:

Table	Frequency of Report	No. of Copies	Reporting Period
1, 2-A, 2-B	Semi-Annually	3	Jan. 1 - June 30
3, 4, 6, 7 & 8			Jan. 1 - Dec. 31
5	Semi-Annually	3	Jan. 1 - June 30

SECTION III

WHO SHOULD SUBMIT REPORTS

A. The tables in the BCRR must be submitted by all organizations directly receiving Federal funds under any or all of the legislative authorities listed in Section I. Only Federal grantees and free-standing National Health Service Corps (NHSC) sites are required to submit the BCRR. Grantees in the planning and development phase which do not yet deliver services are not required to submit the BCRR. The BCRR should reflect only the operational activities of the BCHS grantees.

B. Organizations submitting the BCRR normally report on their entire activities even though they may be supported only in part by the BCHS grant(s). The scope of services or activities proposed in the approved application for BCHS grant funds will define the extent to which a grantee reports on the BCRR.

The NHSC Memorandum of Agreement defines the extent to which a free-standing National Health Service Corps site reports on the BCRR. The extent of reporting by National Health Service Corps providers assigned to non-BCHS supported grantees (e.g., hospitals, Community Mental Health Centers, private group practices) will be determined by the Regional Office on a case-by-case basis.

C. Some BCHS grantees may be unable to comply with all of the reporting requirements of the BCRR. If a grantee determines that it cannot complete one or more of the BCRR tables in the manner specified in this manual, the grantee must submit a request to the Regional Office for a waiver. This request must specify which table(s) cannot be completed properly and the reasons therefor. These waiver requests will typically accompany the grantee's continuation application. All deviations from the reporting requirements will be handled by the Regional Office on a case-by-case basis and must be based on a demonstration that:

- the grantee operates in a unique way such that all or part of the particular table under question is not appropriate; or
- the grantee has experienced an unforeseen temporary condition which affects the grantee's operation for a specific and limited period of time and prevents the grantee from submitting one or more of the required BCRR tables.

The Regional Office is responsible for evaluating the waiver requests and taking appropriate action with the approval of the Regional Health Administrator. Typically, the action taken will be either to:

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- deny the request for a waiver; or
- approve the waiver by allowing the grantee a fixed period of time (not to exceed one year) to complete the report(s); or
- establish an alternate reporting mechanism for the grantee which will be used by the Region to monitor the grantee.

The Regional Office will then communicate the approved waiver(s) in writing to the Central Office of BCHS. Significant waivers are to be made a part of the grantee's Notice of Grant Award or Memorandum of Agreement.

- D. BCHS grantees which are Federally qualified HMOs should submit only TABLES 1 and 5, unless they also receive Title X Family Planning funding, in which case they should also complete TABLE 2-B.

- E. BCHS grantees with WIC Programs should integrate the utilization, staffing, costs, revenues and expenditures associated with these services into the BCRR. However, WIC monies used for food and associated food distribution costs should not be reported on the BCRR since the project is merely acting as a conduit for the funds.

- F. Title X Family Planning umbrella agency grantees should submit BCRR reports covering both the health care delivery and administrative aspects of their grants; i.e., a consolidated report of all delegate agency activity and the umbrella agency administrative activities.

- G. All grantees with multiple grants or service sites, either under their direct control (e.g., satellite clinics) or as a result of a delegate or contractual arrangement, are required to maintain adequate records to show how their consolidated reports were derived.

- Grantees that fund one or more delegates should work with the delegates to determine methods by which the grantee can report only the share of the delegates' operations that is associated with the delegates' funding from the grantee. Instruction 1, below describes two possible methods for obtaining the statistics (users, encounters, staffing, administrative and service delivery costs, and accounts receivable) to be reported.

- Grantees that fund one or more organizations on a contractual basis should report the contractor's operations only to the extent that they are paid for under the contractual arrangement.

- H. Grantees that receive support directly from BCHS and/or BHPDS under more than one of the programs described in Section I should submit one set of BCRR tables summarizing all of their operations which are fully or

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partially supported by BCHS resources.1

- I. A grantee which is a direct recipient of BCHS support and also serves as a delegate agency for one or more other BCHS grantees should report as follows.

- Submit three (3) copies of the BCRR tables to the Regional Office covering all BCHS supported operations; that is, operations directly supported by BCHS plus operations supported through delegate funding.
- Submit one copy of these same BCRR tables that summarize all of its activities to each of the other BCHS grantees from which funding is received. Each of these other grantees will then determine the delegate agency user, encounter, staffing and financial data to be included in its consolidated report.

The determination of the relevant delegate agency statistics by the grantee may be accomplished by any of the following methods.

- Through sampling and/or estimation, determine what portion of all users, encounters, staffing and financial data is generated as a result of the funding supplied by the BCHS grantee. Then use these percentages to prorate the data to be reported to BCHS. For example, if sampling indicates that 20 percent of the encounters generated by the delegate agency were associated with the services funded by the BCHS grantee, then 20 percent of the encounter volume would be reported to BCHS for the delegate agency's operation.

- If actual data are not accessible and sampling/estimating cannot be performed for a specific data element required by the BCRR, then determine the portion of activities to be reported on behalf of the delegate agency by the BCHS grantee as follows:

<u>Amount of Funds Received from</u> <u>BCHS Grantee</u>	X	<u>Total Number of Users,</u> <u>Encounters, Staff,</u> <u>Costs, etc. reported by</u> <u>the Delegate Agency</u>
<u>DIVIDED BY</u>		
<u>Amount of Delegate Agency's</u> <u>Total Funding</u>		

See the example following this section.

1 The organization is receiving funds directly from BCHS under one or more programs as well as possibly through a delegate or contractual arrangement with an intermediary organization such as an umbrella agency.

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2. Any questions concerning the proper reporting of delegate agency and/or contractor operations should be discussed with the grantee's Project Officer or the Data Manager in the Regional Office to determine appropriate reporting procedures.

EXAMPLE OF DELEGATE AGENCY PRORATING

BASED ON FUNDING

REVENUES OF TITLE X DELEGATE

Title X Grant Funds from Grantee	\$600,000
Other Funding Sources	\$200,000
Total Funding	\$800,000
Reimbursements for Services	\$100,000
Total Revenue	\$900,000

1. The Title X grantee's share of the delegate agency's operations would be based on the percentage of:

Title X Grant (\$600,000) to total Funding (\$800,000), or 75%.

2. The delegate's total counts of users, encounters, staffing, costs, reimbursements, etc., would be multiplied by 75% to obtain the amounts to be reported as part of the Title X grantee's BCRR.
3. Note that the percentage is based on total funding, not total revenue, but that the percentage obtained can be applied to the amount of Reimbursements for Services if this is the only method by which the reimbursements for delegate agency activities can be determined.
4. The Title X grantee's BCRR includes data from all of its delegate agencies plus data from its own operations.

NOTE: No delegate agency should submit reports directly to the Regional Office unless the delegate agency is also a BCBS grantee.

SECTION IV

WHICH TABLES APPLY TO SPECIFIC BCBS PROGRAMS

The chart below summarizes the applicability of each table to specific BCBS and BHPDS programs.

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The program codes used to identify BCBS and BHPDS programs in the BCRR are listed below.

CH - Community Health Center

FP - Title X Family Planning

HC - National Health Service Corps

MH - Migrant Health

BCBS PROGRAM

TABLE	CH	FP	HC	MH
Face Sheet	1	1	1	1
1	1	3	1	1
2-A	2	3	2	2
2-B	1	1	3	1
3	1	5	1	1
4	1	3	4	1
5	1	5	4	1
6	1	5	1	1
7	1	3	1	1
8	1	1	1	1

Key: 1 - Entire table applies

2 - If project serves migrant and/or seasonal agricultural workers and their families, complete LINE 1 and/or 2.

3 - Not applicable, unless required by the Regional Office with BCBS concurrence.

4 - Applicable to free-standing sites that provide medical services.

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5 - Only a portion of the table applies.

SECTION V
USE OF THE INSTRUCTION MANUAL

FORMAT

Each of the BCRR tables is explained in a separate subsection within Section VI of the manual. Each subsection is organized in a format which includes the following four major headings.

APPLICABILITY This lists the BCHS and BHPDS programs which must submit the table. Some of the tables will not be applicable, in whole or in part, to certain BCHS or BHPDS programs.

DEFINITIONS All terms applicable to the table are listed within this section. Terms are explained as they appear or are relevant to the table. In those instances in which terms are more relevant to another table or have been explained previously, a page reference to the location of the detailed explanation is listed. An index of terms is included at the end of this manual.

INSTRUCTIONS This provides information on how to record the required data on each table. In some instances, both general and specific instructions are provided. The portion of the table for which the instructions are applicable is indicated by column letter (COL.) and line number (LINE).

FREQUENCY This specifies the reporting period for which data must be entered on each table.

TABLES

The following is a brief summary of each table.

TABLE 1: Number of Users by Type of Provider, Age, and Sex for This Reporting Period

This table shows the number of users, defined by sex and age, who received medical services provided by the grantee at least once during the reporting period. The total number of male and female dental users is also shown on the table. This table can be utilized in evaluating service area needs by illustrating the extent to which services are being provided to specific age and sex groups. By combining the data from this table with the encounter service data on TABLE 3, the average number of encounters per user can be calculated.

TABLE 2-A: Utilization of Special Population Groups for This

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Reporting Period

This table shows the number of migrant and seasonal agricultural workers and family members who were medical and dental users during the reporting period.

TABLE 2-B: Number of Family Planning Users by Type of User and Age for This Reporting Period

This table shows the number of female users of family planning services. These users are classified further according to whether their family incomes were above or below 150% of the poverty level. In addition, the number of female adolescent users of family planning services is shown.

TABLE 3: Personnel by Functional Cost Center and Encounters by Type of Provider for This Reporting Period

This table provides a summary of all grantee personnel (identified as NHSC assignees or other staff personnel) allocated to the functional area in which each performs his/her duties and responsibilities. In addition, it shows the number of onsite encounters by staff providers and all other encounters (offsite and nonstaff) during the reporting period according to the appropriate functional cost center. This table is utilized to calculate provider productivity.

TABLE 4: Hospital Inpatient Care by Type of Encounter for This Reporting Period

This table reports the number of staff provider hospital encounters by type: i.e., pediatric, internal medicine, obstetric and other. This table can be used to complement the data from TABLE 3 in evaluating provider productivity.

TABLE 5: Selected Clinical Services for This Reporting Period

This table records grantee performance on five selected clinical indicators: immunization levels; family planning counseling for adolescents; pap smear follow-up; hypertension follow-up; and anemia screening. This table helps to ensure that appropriate patient care tracking systems and protocols are in place to enable projects to provide high quality primary health care services.

TABLE 6: Costs Before and After Distribution by Functional Cost Center for This Reporting Period

This table shows the costs of operation during the reporting period, based on accrual methods of accounting. These costs are allocated to the functional cost centers specified on TABLE 3 and are categorized as

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personnel, other costs (including consultant, contract, facility, equipment, supplies, depreciation and insurance), and donated goods and services. In addition, clinic overhead functional costs; i.e., administration and facility costs, are distributed to the various health care functional areas by use of the TABLE 6 Worksheet B in order to arrive at total direct and indirect costs of the health care functions.

TABLE 7: Accounts Receivable, Charges and Collections by Source of Funds for This Reporting Period

This table shows the total beginning and ending accounts receivable and charges and collections for reimbursable services provided by a grantee during the reporting period. It also shows the amount of adjustments by type; e.g., disallowances and reductions, sliding payment scale adjustments, bad debt write-offs, etc. Information from this table can be utilized to compare charges to the costs shown on TABLE 6 and to calculate the average collection period.

TABLE 8: Summary of Receipts and Expenditures for This Reporting Period

This table shows cash receipts and expenditures for the reporting period. It includes all receipts from Federal grants, collections from patients and third parties for services rendered, receipts from other sources, such as state and local funds, NHSC loans and capital and non-capital expenditures. This table can be used to examine a grantee's sources and uses of funds and to assist in budget preparation.

INSTRUCTIONS FOR SUBMITTING REPORTS

1. Submit three copies of the reports to the appropriate Regional Office Data Manager or BCRR Coordinator (unless the Regional Office specifies otherwise). A list of Data Managers and their addresses is provided in Exhibit V-I.

NOTE: In order to ensure prompt receipt by Regional Offices, it is suggested that reports be sent by certified mail with return receipt requested and be postmarked no later than 7 days before the due date established by the Regional Office.

2. All questions must be directed to the Regional Office Data Manager.
3. Any table completed either in a manner inconsistent with the definitions and instructions used in the Instruction Manual for the BCRR or by sampling must have an attached explanation. Because it may not be possible to incorporate data into the BCRR processing system when non-standard definitions are used, all deviations from the reporting requirements will be handled through the Regional Office on a case-by-case

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basis. Any grantee or NHSC site which is unable to comply with the definitions and instructions of this manual must submit a request to the Regional Office for an exemption specifying which tables cannot be completed properly and the reasons therefor. For further information see paragraph C of Section III.

4. When submitting revisions of tables or tables omitted from a previous submission:
 - a. do not include tables with different due dates under one FACE SHEET;
 - b. include only those tables that have been revised or not previously submitted for this reporting period; do not include tables which have been submitted and require no revision;
 - c. indicate the reporting period on both the FACE SHEET and the table(s);
 - d. if the entire table is not being revised, circle the specific data cells which are being revised to bring attention to them; and
 - e. follow the distribution schedule in 1. above.
5. Do not submit any blank tables.
 - a. If the entire table is "not applicable" (according to the program applicability chart), check the appropriate box on the FACE SHEET and do not submit the table.
 - b. If any part of a table is applicable, only the cells containing activity should be completed. If the table is applicable, but there is no activity to be reported on it, the table must be submitted with the note "zero activity" indicated on the table. An applicable report which is not submitted constitutes noncompliance.

DEFINITION OF GENERAL TERMS

PROGRAM: The Federal (Bureau of Community Health Services and the Bureau of Health Personnel Development and Service) sources of support for health projects. This support is in the form of grants (Community Health Center, Migrant Health Center, Family Planning) and/or health care personnel (BHPDS). The BCHS and BHPDS programs affected by these reporting requirements are listed in Section 1.

GRANTEE: The public or private nonprofit entity that is the direct recipient of BCHS grants or BHPDS personnel. A grantee may be the recipient of grants from more than one BCHS program and may have NHSC assignees.

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HEALTH SERVICE SITE: For the purpose of these reporting requirements, this term is used to identify locations or sites where a grantee provides BCHS or BHPDS supported health services to patients on a regularly scheduled basis. A site could be a free-standing clinic facility, physician's office, mobile unit or clinic within a nonhealth related facility (e.g., a clinic located in a church).

EXHIBIT V-I
DATA MANAGERS

BCRR Data Manager
PHS/DHHS Region I
John F. Kennedy Building, Room 1409
Boston, MA 02203

BCRR Data Manager
PHS/DHHS Region II, Room 3300
26 Federal Plaza
New York, NY 10007

BCRR Data Manager
PHS/DHHS Region III
P.O. Box 13716
Philadelphia, PA 19101

BCRR Data Manager
PHS/DHHS Region IV
101 Marietta Tower, Suite 1202
Atlanta, GA 30323

BCRR Data Manager
PHS/DHHS Region V
300 South Wacker Drive, 33rd Floor
Chicago, IL 60606

BCRR Data Manager
PHS/DHHS Region VI
1200 Main Tower Building, 18th Floor
Dallas, TX 75202

BCRR Data Manager
PHS/DHHS Region VII
601 East 12th Street, 5th Floor West
Kansas City, MO 64106

BCRR Data Manager
PHS/DHHS Region VIII

FORM APPROVED
OMB NO. 0915-0001
EXPIRES 12/31/92

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES BUREAU OF COMMUNITY HEALTH SERVICES Division of Monitoring and Analysis 5600 Fishers Lane Rockville, Maryland 20857 (301) 443-2778		BUREAU OF COMMUNITY HEALTH SERVICES COMMON REPORTING REQUIREMENTS FACE SHEET	
1. BCRH Reporting No.		2. Check one: <input type="checkbox"/> Initial Submission <input type="checkbox"/> Revision	
3. REPORT FOR PERIOD (Check One & Complete Date)			
January 1987 — through June 1987			
January 1987 — through December 1987			
January 1987 — through _____ 1987			
4. Sponsor/Grantee Name			
5. Project Name and Address			
6. Project Name/Address/Change <input type="checkbox"/> Yes <input type="checkbox"/> No lines last report			
7. Name of Person Preparing Report			
8. Area Code and Business Telephone Number of Person Preparing Report			
9. Project(s) Grant Number			
10. Director (Name)			
11. Signature & Date			

11. Check these tables not submitted with this report because they are totally negligible for the reason listed (do not submit blank tables):
☐ 2.4 Only applies to projects having multiple and ☐ 4 Only applies to primary care projects/grantees.
☐ 2.8 Only applies to CH, PP, MH and other ☐ 5 Only applies to projects affected by the Primary Care Effectiveness activity.

*Grantees receiving support from one or more BCHS program will report the identifying code for each program included and the grant number relating to each program (except in free-standing NHC sites). The codes are as follows:

CH - Community Health Center (includes RHI)
PP - Title X Family Planning
HC - National Health Service Corps (BHPDS)
MH - Mental Health

1. Submit:
a. 3 copies to the Data Manager
b. 1 copy to the Regional Office (unless the Regional Office specifies otherwise)
NOTE: Grantees are in violation of Public Health Service policy if they fail to submit reports that are complete, timely, accurate and valid. Grantees are liable to receive sanctions if they have failed to comply with the submission requirements of this CRH as prescribed by the Regional Office.

2. Direct questions to the Regional Data Manager.
3. Check the appropriate reporting period and enter the terminal digit for the year in space 3 on the FACE SHEET and the appropriate reporting period on the BCRH Instruction Manual. Contact the Regional Data Manager if nonstandard definitions are used.
4. Attach an explanation to any table for which:
a. sampling is used or estimates have been made; and/or
b. the data is entered inconsistent with the definitions/restrictions used in the BCRH Instruction Manual. Contact the Regional Data Manager if nonstandard definitions are used.
5. When submitting data, attach a copy of the table which has been sent to the Regional Office or submitted for the first time.
6. Submit only those tables which are being revised (changed) or being submitted for the first time.
7. Indicate the reporting period for the revised information on both the FACE SHEET and the table(s).
8. Check the appropriate box (Initial Submission or Revision) on the FACE SHEET and each table revised.
9. Where a small number of calls are being revised they should be entered to avoid a re-reading of the entire table.
10. Follow the distribution schedule in 1 above.

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1961 Stout Street
Denver, CO 80294

BCRR Data Manager
PHS/DHHS Region IX
Federal Office Building
50 Fulton Street
San Francisco, CA 94102

BCRR Data Manager
PHS/DHHS Region X
Mail Stop 833
1321 Second Avenue
Seattle, WA 98101

SECTION VI

DEFINITIONS OF TERMS AND INSTRUCTIONS FOR
COMPLETING EACH TABLE OF THE BCRR

NOTE: The material in this section should be read completely and in the order presented. The definitions and concepts necessary for proper completion of each table require that the person(s) responsible for completion of the BCRR be familiar with the material presented prior to that table. For example, TABLE 2-A cannot be completed without having read the definitions and instructions for the FACE SHEET and TABLE 1.

FACE SHEET

INSTRUCTIONS FOR COMPLETING THE FACE SHEET

1. BCRR REPORTING NUMBER: The six-eight digit number which is assigned to the grantee or site by the Regional Office uniquely identifies a reporting grantee and must be included on the FACE SHEET in order to assure proper accreditation of the submission.
2. INITIAL SUBMISSION OR REVISION: Place an "X" in the appropriate box to indicate whether this is the initial submission for this reporting period or a revision of a previously submitted table(s).
3. REPORTING PERIOD: Place an "X" in the appropriate reporting period box and enter the terminal digit for the year. If the grantee or site submits reports on a quarterly basis, an "X" should be placed in the last box and the appropriate dates entered.
4. SPONSOR/GRANTEE NAME: Enter the name of the legal recipient of the grant or the sponsor of the NHSC assignee(s).

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5. PROJECT NAME AND ADDRESS: Enter the name and address of the project as shown in grant applications and other correspondence with the Regional Office. This project name will usually be the same as the sponsor or grantee name.
 6. PROJECT NAME/ADDRESS CHANGE: Check the appropriate box to indicate any changes in the name and/or address of the project which may have occurred since the last BCRR report was submitted.
 7. PROGRAM(S)/GRANT NUMBER: Enter the BCHS program code(s) under which your project is receiving grant funds. Enter only those programs for which your organization is receiving assistance directly from BCHS. Delegate agencies and clinic/service sites receiving BCHS funds through a grantee should leave this item blank when submitting reports to their grantee/funding agency. Use the program codes listed on the FACE SHEET to report the appropriate BCHS program(s). Free-standing National Health Service Corps sites with Corps personnel should only enter the HC program code. Leave the grant number space blank.
 8. NAME OF PERSON PREPARING REPORT: Enter the name of the grantee staff person with primary responsibility for preparing the BCRR. Do not give the name of a data processing contractor (or contractor employee) involved in preparing the BCRR.
 9. TELEPHONE NUMBER OF THE PERSON PREPARING REPORT: Enter the area code and business telephone number of the person indicated in 8 above.
 10. DIRECTOR: The Project Director should print and sign his or her name on the original copy of the BCRR and date the report. This signature constitutes formal endorsement of the content of the report.
 11. CHECK OFF TABLES NOT SUBMITTED: For each table not submitted, place an "X" in the space provided before each table number and reason for omission of each table.

NOTE: Primary care projects with no inpatient activity should submit TABLE 4 with the note "zero activity" on the table. Do not put an "X" in the space next to TABLE 4 on the Face Sheet.
- FREQUENCY: Each time a table is submitted initially for a reporting period, or as a revision, it should be accompanied by a FACE SHEET.

SCAR REPORTING NO. _____

REPORT FOR PERIOD (Check One & Complete Dates)
January 1981 through June 1981 _____
January 1981 through December 1981 _____
1981 through 1981 _____

☐ Initial Submission ☐ Revision

TABLE 1: NUMBER OF USERS BY TYPE OF PROVIDER,
AGE, AND SEX FOR THIS REPORTING PERIOD

AGE AND SEX	USERS* BY TYPE OF PROVIDER	
	MEDICAL JBL	DENTAL JBL
Female:		
1) 0-4		
2) 5-9		
3) 10-14		
4) 15-19		
5) 20-24		
6) 25-44		
7) 45-64		
8) 65 and over		
9) SUBTOTAL (LINES 1 through 8)		
Male:		
10) 0-4		
11) 5-9		
12) 10-14		
13) 15-19		
14) 20-24		
15) 25-44		
16) 45-64		
17) 65 and over		
18) SUBTOTAL (LINES 10 through 17)		
19) TOTAL (LINES 9 + 18)		

*A user is an individual who has had one or more encounters during the reporting period covered by this table (January - June or January - December).

FREQUENCY OF REPORTING: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January first through the ending month of the reporting period (June 30 or December 31).

TABLE 1: Number of Users by Type of Provider,
Age, and Sex for This Reporting Period

APPLICABILITY This table applies to the following programs: CH, HC, and MH.
BCHS supported grantees which are Federally qualified HMOs must submit this table.

DEFINITIONS

USER: An individual who has had one or more encounters during the reporting period. An individual can be counted only once as each of the following types of users for TABLE 1.

Medical User: An individual who has had one or more medical encounters; i.e., encounters with a medical provider, during the reporting period.

Dental User: An individual who has had one or more dental encounters; i.e., encounters with a dental provider, during the reporting period.

Example: If Mr. Jones has five dental encounters during the reporting period, he is counted once as a dental user. If Ms. Smith has three medical encounters and two dental encounters during the reporting period, she is counted once as a medical user and once as a dental user.

ENCOUNTER: A face-to-face contact between a user and a provider of health care services who exercises independent judgement in the provision of health services to the individual patient. For a health service to be defined as an encounter, the provision of the health service must be recorded in the patient's record.

NOTE: Encounters are not reported on TABLE 1 but need to be defined here in order to identify users for TABLES 1, 2-A and 2-B. Encounters are reported for all BCHS and BHPDS programs on TABLE 3.

The criteria for encounters are given below.

1. To meet the encounter criterion for independent judgement, the provider must be acting independently and not assisting another provider. For example, a nurse assisting a physician during a physical examination by taking vital signs, taking a history or drawing a blood sample, is not credited with a separate encounter. A nurse utilizing standing orders or protocols, who sees a patient to monitor physiologic signs, provide medication renewal, etc., without the patient routinely seeing the physician at the same time, is credited with a medical encounter. (See the definition of nurse encounters)
2. Such services as drawing blood, collecting urine specimens, performing

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laboratory tests, taking X-Rays, filling/dispensing prescriptions, or optician services, in and of themselves, do not constitute encounters. However, these procedures may be accompanied by services performed by medical, dental, or other health providers which do constitute encounters.

3. The patient record does not have to be a full and complete health record in order to meet the encounter criterion if a patient receives only one, or minimal, services and is not likely to return to the health center. For example, if a patient not normally eligible for services receives services on an emergency basis, and these services are documented, the encounter criterion is met even though a complete health record is not created. The same is true for services such as employment physicals, sports physicals, etc., which are rendered to persons who do not regularly use the center. However, the services rendered must be documented.

4. A patient may have more than one encounter during one visit to the health center per day. The number of encounters per site per day is limited as follows:

- 1 Medical encounter (physician, midlevel practitioner, or nurse);
- 1 dental encounter (dentist or hygienist); and
- 1 other health encounter for each type of other health provider (family planning counselor, nutritionist, psychologist, podiatrist, speech therapist, etc.)

5. A provider may be credited with no more than one encounter with a given patient during that patient's visit to the center in a single day, regardless of the type or number of services provided. If a student sees patients in conjunction with a nonstudent provider, only one encounter, credited to the nonstudent provider, is counted.

6. An encounter may take place in the health center or at any other location in which project-supported activities are carried out. Examples of other locations include mobile vans, hospitals, patients' homes and extended care facilities. An encounter may be generated by staff or nonstaff providers. (See definitions of onsite and offsite

For maximum number of family planning encounters which can be counted during a visit, see DEFINITIONS. For maximum number of hospital inpatient encounters, see DEFINITIONS.

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staff encounters.)

7. When a provider renders services to several patients simultaneously, the provider can be credited with an encounter for each person if the provision of services is noted in each person's health record. This also applies to family therapy or counseling sessions in which several members of the family receive services relating to mutual family problems and the services are noted in each family member's health record.

8. The encounter criteria are not met in the following circumstances.

- a. When a provider participates in a community meeting or group session which is not designed to provide health services. Examples of such activities include informational sessions for prospective users, health presentations to community groups (high school classes, PTA, etc.), and information presentations about available health services at the project.
- b. When the only health service provided is part of a large scale effort, such as a mass immunization program, screening program or community-wide service program (e.g., a health fair).
- c. When a home health aide does not render any other health service but provides homemaker services.

These activities should not be counted as encounters but should be reported in the grant application or progress report.

MEDICAL SERVICES ENCOUNTER: An encounter between a medical provider and a user during which medical services are provided for the prevention, diagnosis, treatment and rehabilitation of illness or injury. Included in this category are physician encounters, midlevel practitioner encounters, and nurse encounters. Family planning medical encounters are a subset of medical encounters.

Physician Encounter: An encounter between a physician and a user. For the purpose of these reports, encounters between a psychiatrist and a user are included in this category as medical encounters.

Midlevel Practitioner Encounter: An encounter between a midlevel practitioner and a user in which the midlevel practitioner acts as an independent provider.

Nurse Encounter (Medical): An encounter between an R.N., L.P.N., or L.V.N. and a user in which the nurse acts as an independent provider of medical services. The service may be provided under standing orders of a physician, under specific instructions from a previous

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visit, or under the general supervision of a physician or midlevel practitioner who has no direct contact with the patient during a visit.

DENTAL SERVICES ENCOUNTER: An encounter between a dentist, dental hygienist, or oral therapist for the purpose of prevention, assessment or treatment of a dental problem, including restoration.

NOTE: a dental hygienist or oral therapist is credited with an encounter only when (s)he provides a service independently, not jointly with a dentist. However, two encounters may not be generated during a patient's visit to the dental clinic in one day.

OTHER HEALTH SERVICES ENCOUNTER: An encounter between a health provider, other than a physician, a midlevel practitioner, or a dental provider and a user in which health services, other than medical or dental, are provided. Education/social service encounters and other health encounters are included in this category.

Education/Social Service Encounter: An encounter between an education or social service provider and a user in which the services rendered are of an educational or counseling nature. Such areas may include family planning education and counseling, nutrition education, child development counseling, and other disease-specific patient education and counseling services not related to mental health.

Other Health Encounter: An encounter between an other health provider and a user in which allied health or mental health services, other than those described above under education/social service encounter, are provided. Allied health services are those provided by specially trained health workers, other than medical and dental personnel. Mental health services are those of a psychological, sociopsychologic or crisis intervention nature, or related to alcohol or drug abuse treatment. For the purpose of these reports, encounters with a psychiatrist are included under medical encounters.

NOTE: Persons having only other health services encounters are not included as users on TABLE 1.

PROVIDER: The individual who assumes primary responsibility for assessing the patient and exercises independent judgement as to the services rendered to the patient during an encounter.

Medical Services Provider: Physicians (primary care physicians, psychiatrist, other medical and surgical specialists), midlevel practitioners (e.g., physician's assistants, nurse practitioners, nurse-midwives), and nurses who provide independent, direct, face-to-face medical services to patients during an encounter. See

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**TABLE 2-A: UTILIZATION OF SPECIAL POPULATION GROUPS
FOR THIS REPORTING PERIOD**

NOTE: This table applies to any grantee serving migratory and/or seasonal agricultural workers and their family members.

TYPE OF USER	MEDICAL USERS* (a)	DENTAL USERS* (b)
1) Migratory Agricultural Workers and Family Members		
2) Seasonal Agricultural Workers and Family Members		

*A user is an individual who has had one or more encounters during the reporting period covered by this table (January - June or January - December).

FREQUENCY OF REPORTING: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January 1st through the ending month of the reporting period (June 30 or December 31).

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Exhibit VI-1 for a listing of medical providers.

TABLE 2-A: Utilization of Special Population Groups
for This Reporting Period

APPLICABILITY Grantees should complete the portions of this table that apply to the populations they serve, as follows.

LINE 1: Any grantee serving migratory agricultural workers and their dependent family members.

LINE 2: Any grantee serving seasonal agricultural workers and their dependent family members.

Grantees not serving any of the above special populations should not submit this table.

BCHS supported grantees which are Federally qualified HMOs must submit this table if they have MH funding.

DEFINITIONS

MIGRATORY AGRICULTURAL WORKERS AND FAMILY MEMBERS: These users are defined in

Section 329 of the Public Health Service Act as individuals whose principal employment is in agriculture on a seasonal basis (as opposed to year-round employment) and who establish a temporary abode for the purposes of such employment. Migratory agricultural workers are usually hired laborers who are paid piecework, hourly or daily wages. The definition includes those individuals who have been so employed within the past 24 months and their dependent family members. The family members may or may not move with the worker and establish a temporary place of abode. (Agriculture means farming of the land in all its branches, including cultivation, tillage, growing, harvesting, preparation and processing for market or storage.)

SEASONAL AGRICULTURAL WORKERS AND FAMILY MEMBERS: These users are defined in

Section 329 of the Public Health Service Act as individuals whose principal employment is in agriculture on a seasonal basis (as opposed to year-round employment) and who, for purposes of employment, do not establish a temporary place of abode. Seasonal agricultural workers are usually hired laborers who are paid piecework, hour or daily wages. Eligibility for services includes dependent family members of seasonal agricultural workers. (Agriculture means farming of the land in all its branches, including cultivation, tillage, growing, harvesting, preparation and processing for market or storage.)

Both migratory agricultural workers and seasonal agricultural workers have agriculture on a seasonal basis as their principal employment. Migratory

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agricultural workers do not necessarily work in agriculture in the area of their permanent address or may not have a permanent address. For at least part of the year, they travel to a work area and live temporarily in the area while working there. Seasonal agricultural workers work in the area of their permanent address and do not move temporarily to a work area.

In order to identify users who meet the criteria for migrant and seasonal agricultural workers and dependent family members, projects may want to ask users a set of questions such as those listed below.

	Migrant	Seasonal
Over the past 24 months, have you or the family member upon whom you are dependent:		
= been hired to do agricultural (farm) work?	Yes	Yes
= done agricultural (farm) work year-round, or on a seasonal basis?	Seasonal	Seasonal
= derived the greatest portion of your work-related income or employment from agricultural (farm) work?	Yes	Yes
= moved (established a temporary residence) in order to do agricultural (farm) work?	Yes	No

INSTRUCTIONS

GENERAL

1. The user portion of this table can be completed using either a universal approach or a random sampling approach. Grantees using a random sampling approach must footnote this table accordingly. Grantees must retain their sampling methodology working papers for documentation purposes. Grantees may reference Section VIII at the end of this manual which provides a brief description of sampling procedures.
2. Grantees which serve only one of the special population groups should only complete the cells which are applicable.

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FPIPS Delisted? ☐ Yes ☐ No

TABLE 2-B: NUMBER OF FAMILY PLANNING USERS BY TYPE OF USER AND AGE
FOR THIS REPORTING PERIOD

NOTE: This table applies only to CH, FP, MH, and all other projects required by the Regional Office to report this table. Grantees which are required to submit this table but do not receive Title X funding should report all female Family Planning Users, regardless of income, on LINE 1.

TYPE OF FAMILY PLANNING USER	FAMILY PLANNING USERS* (a)
1) Women at or below 150% of Poverty Level	
2) Women above 150% of Poverty Level	
3) Men	
4) TOTAL (LINES 1+2)	
Female Adolescent Users of Family Planning Services (Subset of LINE #)	
5) Under 20 years old	
6) 15-19 Year Olds	

*A Family Planning user is an individual who has had one or more Family Planning Encounters (Medical or Other Health) during the reporting period covered by this table (January - June or January - December).

FREQUENCY OF REPORTING: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January first through the ending month of the reporting period (June 30 or December 31).

Migrant and Seasonal Users

1. The grantee's BCCR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.
2. Users, not encounters, are recorded in COLS. (a) and (b) of LINES 1 and 2. These users are a subset of the medical and dental users reported on TABLE 1, COLS. (a) and (b). All encounters for migratory and seasonal agricultural workers are recorded on TABLE 3.
3. Record on LINE 1, COL. (a) those medical users who are migratory agricultural workers on their dependent family members.
4. Record on LINE 1, COL. (b) those dental users who are migratory agricultural workers or their dependent family members.
5. Record on LINE 2, COL. (a) those medical users who are seasonal agricultural workers or their dependent family members.
6. Record on LINE 2, COL. (b) those dental users who are seasonal agricultural workers or their dependent family members.
7. Example: During the period covered by this table, a 25 year old female migratory agricultural workers with an income below poverty has had:
3 encounters with a physician;
2 encounters with a midlevel practitioner for family planning services;
1 encounter with a dentist; and
2 encounters with a social worker.

The information for these services is recorded as follows:

- 1 Medical User: TABLE 1, LINE 5, COL. (a)
- 1 Dental User: TABLE 1, LINE 9, COL. (b)
- 1 Migratory Agricultural Worker, Medical User: TABLE 2-A, LINE 1, COL. (a)
- 1 Migratory Agricultural Worker, Dental User: TABLE 2-A, LINE 1, COL. (b)
- 1 Family Planning User, Women at or below 150% of the Poverty Level: TABLE 2-B, LINE 1, COL. (a)
- 3 medical encounters: TABLE 3, LINE 1, COL. (c)
- 2 medical encounters: TABLE 3, LINE 4, COL. (c)
- 1 dental encounter: TABLE 3, LINE 10, COL. (c)
- 2 other health encounters: TABLE 3, LINE 13, COL. (c)

FREQUENCY: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January 1 through the ending month of the reporting period (June 30 or December 31).

TABLE 2-B: Number of Family Planning Users by Type of User and Age for This Reporting Period

APPLICABILITY This table applies only to the following programs: CH, FP, MH, and other projects required by the Regional Office to report this table. FP delegates should complete this table. BCHS supported grantees which are Federally qualified HMOs should not submit this table unless they receive FP funding.

Those grantees which are required to submit this table but do not receive FP funding should report all female family planning users, regardless of income, on LINE 1 and leave LINE 2 blank.

Utilization entries on TABLE 2-B should only represent family planning services directly provided by the grantee. If there was no family planning activity during the period or if the only family planning services provided were not rendered by the project's staff but by an outside agency; e.g., through a satellite or referral arrangement with the local FP provider, then TABLE 2-B should be submitted as required with "zero activity" noted on it.

DEFINITIONS

FAMILY PLANNING USER: A female who has had one or more family planning encounters during the reporting period; i.e., encounters with a medical and/or other health provider in which family planning services are provided. Thus, an individual may be counted once as a family planning user during a reporting period by having at least one family planning encounter. This patient would be counted as a medical user on TABLE 1 if she has had a family planning medical encounter.

FAMILY PLANNING ENCOUNTER: An encounter between a user and a medical provider or other health provider, the primary purpose of which is to provide family planning services; i.e., services related to contraception, infertility, or sterilization.

NOTE: All family planning encounters are either medical encounters or other health encounters which involve family planning services and are included with the medical and other health encounters reported on TABLE 3. Thus, the criteria governing encounters also apply to family planning encounters.

Family Planning Encounter with a Medical Provider: An encounter between a medical provider and a user in which the user is provided (in

association with the proposed or adopted method of contraception or treatment of infertility) with one or more of the following family planning related medical services: pap smear; pelvic examination; blood pressure reading; V.D. testing; sterilization; or infertility treatment.

Family Planning Encounter with an Other Health Provider: An encounter between an other health provider and a user in which family planning counseling services are provided. The counseling should include a thorough discussion of: reproductive anatomy and physiology; infertility, as appropriate; the variety of contraceptive methods available; the uses, health risks and benefits associated with each method; detailed instruction regarding the adopted method; and the need to return for evaluation on a regularly scheduled basis and as potential problems are recognized. Counseling may occur in a group setting or on an individual basis but must be documented in the individual patient's record.

There is a maximum of two family planning encounters per visit: one family planning medical encounter and one family planning other health encounter. Although the counseling may have occurred in two parts; i.e., before and after the family planning encounters, services must be provided by two individuals, one medical provider and one other health provider.

If only laboratory testing; e.g., pregnancy test; urinalysis, blood test, V.D. test, is done and there is no face-to-face contact between a provider and a user, then an encounter cannot be counted. Laboratory tests, in and of themselves, do not constitute encounters of any type. However, these tests may be accompanied by family planning counseling or education. By virtue of such counseling, an individual will have had an other health encounter. Because this other health encounter involved family planning counseling, the encounter is a family planning other health encounter. Thus, the individual would be a family planning user.

A pap smear and associated pelvic examination constitute a medical encounter, but not a family planning medical encounter. However, if the pap smear and pelvic examination are accompanied by other medical services involving family planning; i.e., contraception, infertility, sterilization, an individual will have had a family planning medical encounter, and therefore would be a family planning user.

POVERTY LEVEL: The annual income level listed for a non-farm or farm family of a given size in the most recent Income Poverty Guidelines which are revised yearly.¹ A family with an annual income equal to or less than the amount set forth in the Income Poverty Guidelines for that size and type

¹The most recent Income Poverty Guidelines can be obtained from the Regional Office.

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of family has an income which is at or below the poverty level.

- Primary care grantees which are not Title X Family Planning grantees or delegates do not need to make the distinction among their female patients regarding poverty level and should report all their female family planning users on LINE 1, COL. (a).

- For grantees which use the Income Poverty Guidelines for their sliding fee scale; e.g., community health centers, 150 percent of the poverty level for a female family planning user is halfway between the limits of 100 and 200 percent of poverty (zero to 100 percent pay) of the sliding fee scale for the woman's family.

- Most family planning grantees use 100 to 250 percent of the poverty level to determine the pay categories for their sliding fee scales. One and a half (1.5) times the base level would be used to determine if a female family planning user is above or below 150 percent of the poverty level for reporting on TABLE 2-B.

Women at or below 150% of Poverty Level: Those female family planning users during the reporting period whose annual family income is equal to or less than 150 percent; i.e., 1.5 times the poverty level, for their respective size non-farm or farm families.

If family incomes cannot be determined for female adolescent family planning users who are still dependents of their parents, include these users in the category of women at or below 150 percent of the poverty level.

Women above 150% of Poverty Level: Those female family planning users whose annual family incomes are greater than 150 percent; i.e., 1.5 times, of the poverty level for the size of their non-farm or farm families.

Example A: If the Income Poverty Guidelines listed the poverty level for a non-farm family of 5 at \$9,830 then 150% of the poverty level for that family is 150% of (or 1.5 times) \$9,830 or \$14,745. Thus, a woman from a non-farm family of 5 would be at or below 150% of the poverty level if her annual family income did not exceed \$14,745. As a female family planning user, such a woman would be recorded in TABLE 2-B on LINE 1, COL. (a).

Example B: If the Income Poverty Guidelines set the poverty level for a farm family of 4 at \$7,190, then 150% of the poverty level for that family would be 150% of (or 1.5 times) \$7,190 or \$10,785. Thus, a woman from a non-farm family of 4 would be above 150% of the poverty level if her annual family income exceeded \$10,785. As a female family planning user, such a woman would be recorded in TABLE 2-B on

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Line 2, COL. (a).

FEMALE ADOLESCENT USERS OF FAMILY PLANNING SERVICES: Those female family planning users during the reporting period under the age of 20 (LINE 5). All female adolescent family planning users are shown on LINE 5 regardless of annual family income.

Female adolescent family planning users are a subset of the total family planning users on LINE 4. Thus, the number of adolescent family planning users will be less than or equal to total family planning users.

INSTRUCTIONS

GENERAL

1. This table can be completed using either a universal count approach or a random sampling approach. Grantees using a random sampling approach must footnote this table accordingly. Grantees must retain their sampling methodology working papers for documentation purposes. Grantees may reference Section VIII at the end of this manual for a brief description of sampling procedures.
2. Users, not encounters, are reported on this table. Family planning encounters are reported on TABLE 3.

SPECIFIC

1. The grantee's BCRR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.
2. Primary care projects which are not Title X family planning grantees or delegates:
 - Enter the total number of female family planning users, regardless of income, on Line 1 and leave LINE 2 blank.
3. Title X Family Planning grantees or delegates:
 - a. On LINE 1, enter the number of female family planning users whose annual family income is at or below 150% of the poverty level.
 - b. On LINE 2, enter the number of female family planning users whose annual family income is above 150% of the poverty level.
 - c. All female family planning users, including adolescent users.

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are recorded on either LINE 1 or LINE 2.

4. All grantees:

- A family planning user can be counted only once on LINE 1 or 2.
- On LINE 4, enter the total number of female family planning users. This is the sum of LINES 1 and 2.
- As in TABLE 1, use the adolescent user's age as of June 30 of the reporting period in completing LINE 5.
- On LINE 5, enter the number of female family planning users under 20 years of age.
- Every family planning user counted on LINE 5 is also counted once on LINE 1 or 2.

Example A: During the January through June reporting period, Ms. Davis had one family planning medical encounter with a midlevel provider and two family planning other health encounters with a counselor. Ms. Davis' annual family income is below 150% of poverty level for her family. Ms. Davis will be 15 years old on her birthday which falls on July 10.

For the January through June report, this is reported as:

- 1 Medical User; TABLE 1, LINE 3, COL. (a)
- 1 Family Planning User. Women at or below 150% of poverty level; TABLE 2-B, LINE 1, COL. (a)
- 1 Adolescent User of Family Planning Services; TABLE 2-B, LINE 5, COL. (a)
- 1 Medical Encounter; TABLE 3, LINE 4, COL. (c)
- 2 Other Health Encounters; TABLE 3, LINE 13, COL. (c)

Example B: From July through December, the same Ms. Davis had two additional medical encounters with a physician and a dental encounter with a dentist, but no further family planning encounters (medical or other health).

For the January through December reporting period, this is reported as:

- 1 Medical User; TABLE 1, LINE 3, COL. (a)
- 1 Dental User; TABLE 1, LINE 9, COL. (b)
- 1 Family Planning User. Women at or below 150% of poverty level; TABLE 2-B, LINE 1, COL. (a)
- 1 Adolescent User of Family Planning Services; TABLE 2-B, LINE 5, COL. (a)

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☐ Initial Submission ☐ RevisionTABLE 3: PERSONNEL BY FUNCTIONAL COST CENTER AND ENCOUNTERS
BY TYPE OF PROVIDER FOR THIS REPORTING PERIOD

PERSONNEL BY FUNCTIONAL COST CENTER		STAFF PERSONNEL EQUIVALENTS (a)** (b)***	ENCOUNTERS	
			Office With Staff Providers (c)	All Other (Including Office And Nonstaff) (d)
MEDICAL SERVICES	1) Primary Care Physicians			
	2) Psychiatrists			
	3) Other Medical/Surgical Specialists			
	4) Midlevel Practitioners			
ANCIL- LARY SERVICES	5) Nurse - Medical			
	6) Medical Support			
	7) Laboratory-Medical			
	8) X-Ray-Medical			
DENTAL SERVICES	9) Pharmacy-Medical & Dental			
	10) Dentists			
	11) Dental Hygienists/ Oral Therapists			
	12) Dental Support			
OTHER SERVICES	13) Education/Social Service			
	14) Other Health			
	15)			
	16) Other Health Support			
SUPPORT SERVICES	17) Community Service			
	18) Environmental Health			
	19) Patient Transportation			
	20) Patient Records			
CLINIC HEAD	21) Administration			
	22) Facility			
23) TOTAL (LINES 1 through 22)				

*Assign staff time by function performed, not title. See instructions for this table.

**Include only NHEP personnel in Column (a).

***Include trained personnel, as well as the personnel equivalents of any non-trained personnel (contractual or volunteer) who work for the program on a scheduled time basis. (See definition of "staff" in WIC, VISTA and volunteer report, where applicable.)

FREQUENCY OF REPORTING: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January first through the ending month of the reporting period. June 30 or December 31.

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- 2 Medical Encounters; TABLE 3, LINE 1, COL. (c)
 1 Medical Encounter; TABLE 3, LINE 4, COL. (c)
 1 Dental Encounter; TABLE 3, LINE 10, COL. (c)
 2 Other Health Encounters; TABLE 3, LINE 13, COL. (c)

NOTE: In the example above, the January through December TABLE 2-B is the same as the January through June report. This is because the family planning user requirements were met in the first half of the calendar year and the report is cumulative.

FREQUENCY: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January first through the ending month of the reporting period (June 30 or December 31).

TABLE 3: Personnel by Functional Cost Center and Encounters
 by Type of Provider for This Reporting Period

APPLICABILITY: This table applies to the following programs: CH, FP, HC, and MH. BCHS supported projects which are Federally qualified HMOs should not submit this table. Family Planning grantees should reference the Preface to determine the applicable portions of this table.

DEFINITIONS

PERSONNEL BY FUNCTIONAL COST CENTER: A breakdown of personnel according to the functions they perform. An individual may appear in more than one functional area if significant portions of his or her work time are distributed across the functional areas listed on the left side of TABLE 3.

NOTE: The capital letters which appear in parentheses next to the functional cost centers on this table are the alphabetic prefix functional codes for the corresponding cost accounts in the Bureau of Community Health Services' Accounting Manual. These same letters are used to identify the functional cost centers on TABLE 6. The inpatient cost center (alphabetic prefix functional code F) cost center does not appear on this table because staff personnel time cannot be allocated to it. Since patient records costs are allocated to health care functional cost center(s) prior to completion of TABLE 6, the Patient Records cost center does not have a functional code.

STAFF PERSONNEL EQUIVALENTS: A numerical expression of the number of hours for which full-time and part-time staff are compensated in terms of the grantee's definition of full-time. With the exception of NHSC assignees, personnel must be compensated for at least 1600 hours per year in order to be considered full-time. (Refer to NHSC policies for the definition of full-time for NHSC assignees.) One staff person who worked full-time for an entire reporting period would be 1.0 staff personnel equivalent.

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STAFF: Individuals who work for a grantee on a regularly scheduled time basis under any of the following compensation arrangements: salaried full-time, salaried part-time; National Health Service Corps assignees; contract/retainer/capitation/fee-for-service/block time basis; or donated services. Scheduled time requires that the individual is committed to a pre-assigned number of work hours which are devoted to grantee activities. An individual working on a salaried basis will have FICA taxes withheld from his or her salary. The services provided by staff can be performed either onsite or offsite.

NONSTAFF: Individuals who work for a grantee on an irregular basis, usually offsite and by referral. The time worked by nonstaff personnel is not reported on TABLE 3; however, the encounters generated are recorded in COL. (d). All Other Encounters. The compensation value attributed to their work is accounted for on TABLE 6 as an other cost in COL. (c) or a donation in COL. (d).

PROVIDER: The individual who assumes primary responsibility for assessing the patient and exercises independent judgement as to the services rendered to the patient during an encounter. The provider who is in charge of the encounter in which two or more providers are present and participate is the one credited with the encounter. (See definition of encounter.)

For the purposes of these reporting requirements, provider refers to medical services, dental services and other health services personnel.

Exhibit VI-1 presents a listing of examples of types of personnel which are applicable to each of the functional cost centers and explains whether each is considered a provider or nonprovider. This listing reflects the types of functions personnel perform and does not necessarily reflect a formal title given to a project employee. In addition, the definitions for the various functional cost centers, as they appear below, specify which personnel are considered providers.

NONPROVIDER: Personnel who facilitate the provision of health services during an encounter but who, themselves, do not assess patients' conditions or exercise independent judgement in the provision of patient care.

For the purpose of these reporting requirements, nonprovider applies to all ancillary services, support services and clinic overhead personnel, as well as medical support, dental support, and other health support personnel. (See the above definition of provider for further clarification.)

ONSITE: Those locations which are part of the grantee's ambulatory care facilities. Typically, onsite refers to the grantee's service site(s); however, it can also refer to other sites which function as satellites of the grantee and operate on a regularly scheduled basis for a pre-assigned

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number of work hours, such as a clinic regularly held at a school or another institution.

OFFSITE: Those locations which are used by the grantee's primary care providers on an irregular, unscheduled basis, such as a nursing home, a hospital (inpatient), a private practitioner's office, or a patient's home. These locations are not considered onsite.

ONSITE ENCOUNTERS WITH STAFF PROVIDERS: Encounters generated by staff providers at an onsite location. A single staff provider may generate encounters at more than one onsite location.

OFFSITE AND NONSTAFF ENCOUNTERS: This includes the following:

- staff provider encounters generated at an offsite location; and
- nonstaff provider encounters generated for the grantee at either an onsite or offsite location on an other than scheduled time basis, usually by referral, under one of the following compensation arrangements: (1) fee-for service payment by the grantee; (2) capitation payment by the grantee; (3) retainer paid by the grantee; (4) services donated by nonstaff personnel where the grantee would otherwise have to pay for the services.

NOTE: Documentation of the provision of the health service must be recorded in the patient's record.

MEDICAL SERVICES PERSONNEL: Staff primarily involved in activities related to the provision of medical services for the prevention, diagnosis, treatment and rehabilitation of illness or injury. This category is comprised of the following:

Primary Care Physicians: Includes doctors of medicine and osteopathy (M.D.s and D.O.s). The types of practitioners listed in Exhibit VI-1 are consistent with the definition of primary care practitioners as it appears in the Federal Register on the "Health Manpower Shortage Areas, Criteria for Designation" (Vol. 43, No. 6). These individuals are considered providers and do generate encounters. For the purpose of these reporting requirements, interns and residents who function independently as primary care physicians are included in this category.

Psychiatrists: These individuals are considered providers and do generate encounters. For the purpose of these reporting requirements, interns and residents who function independently as psychiatrists are included in this category.

Other Medical/Surgical Specialists: These individuals are considered

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providers and do generate encounters. For the purpose of these reporting requirements, interns and residents who function independently as other medical/surgical specialists are included in this category.

NOTE: Physicians should be classified according to the services they render, consistent with the specialty classifications in the medical cost center. For example, a board certified dermatologist who functions as a general practitioner is classified as a primary care physician, not as an other medical/surgical specialist.

Midlevel Practitioners: This includes the following types of personnel.

- Physician's Assistant: Physician's Associate; Medex; Child Health Associate; Women's Health Care Specialist; A skilled provider qualified by formal academic and clinical training to provide independent medical services under the direction of an M.D. or a D.O. (Direction may imply either direct or indirect supervision depending upon state law.)
- Nurse Practitioner: A nurse who has formal academic and clinical training to provide independent medical services under the direction of an M.D. or a D.O. (Direction may imply either direct or indirect supervision depending upon state law.)

- Certified Nurse-Midwife: A nurse with formal academic and clinical training in a continuing education program or accredited academic graduate nursing program approved by the American College of Nurse-Midwives. Upon completion of either type program, nurse-midwives must successfully pass the National Certification Examination of the American College of Nurse-Midwives. In addition, nurse-midwives also must possess separate state licenses to practice as certified nurse-midwives.

Midlevel practitioners are considered providers and do generate encounters.

Nurses: This category consists of the following types of personnel.

- Registered Nurses (R.N.s): Includes any clinical nurse specialist who has successfully completed a master's level, accredited, graduate nursing program and whose specialties are comprised of maternal and child health, medical-surgical, psychiatric, or public health.
- Licensed Practical or Vocational Nurses (L.P.N.s or L.V.N.s).

When nursing personnel exercise independent judgement and provide

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medical services, they are considered medical providers and do generate encounters. Nurses are not considered providers and do not generate encounters when they assist a medical provider before, during or after an encounter. All medical nurse staff personnel equivalents, regardless of provider or nonprovider status, should be reported under the nurses category, rather than be divided up between nurses and medical support categories. For the purpose of these reporting requirements, visiting nurses who furnish part-time or intermittent nursing care to homebound patients and all nursing students are classified as nurses.

Medical Support: Personnel who provide clinical and clerical support services to physicians, midlevel practitioners and nurses. Also included are patient records clerks when they can be easily assigned to the medical cost center. If significant portions (i.e., at least 20 percent) of patient records clerks' time are spent in other cost centers, too, and the grantee has no methodology for directly allocating their time among cost centers, their time should be assigned to the patient records cost center. All medical support personnel are defined as nonproviders and do not generate encounters.

ANCILLARY SERVICES PERSONNEL: This includes the following types of personnel:

Laboratory Personnel: Staff performing specific chemical, pathological, hematological or other laboratory procedures (excluding dental) designed to provide diagnostic information for outpatient care. These people are defined as non-providers and do not generate encounters.

X-Ray Personnel: Staff performing specific x-ray procedures (excluding dental) designed to provide diagnostic and therapeutic information for outpatient care. These people are defined as nonproviders and do not generate encounters.

Pharmacy Personnel: Qualified staff who dispense medications or supplies that are prescribed by an authorized provider and filled or refilled for a project patient. These people are defined as nonproviders and do not generate encounters.

DENTAL SERVICES PERSONNEL: Staff primarily involved in activities related to the provision of dental services for the purpose of prevention, assessment or treatment of a dental problem, including dental restoration. This category includes the following:

Dentists: These individuals are considered providers and do generate encounters.

Dental Hygienists/Oral Therapists: These individuals are considered

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providers and do generate encounters.

Dental Support: Personnel who provide clinical and clerical support services to dental providers. Also included are patient records clerks when they can be easily assigned to the dental cost center. If significant portions (i.e., at least 20 percent) of their time are spent in other cost centers, too, and the project has no methodology for allocating patient records personnel, their time should be assigned to the patient records cost center. All dental support personnel are defined as nonproviders and do not generate encounters.

OTHER HEALTH SERVICES PERSONNEL: Staff involved in the provision of services other than medical or dental, for example, education and social, mental health, and allied health services. This includes the following types of personnel.

Education/Social Service Providers: Staff providing services of an education or counseling nature. Such areas may include family planning education and counseling, nutrition education, child development counseling and other patient education and counseling services not related to mental health. These individuals are considered providers and do generate encounters.

Other Health Providers: Staff providing allied health or mental health services, other than those described above under education/social service providers. Included are specially trained and licensed (when necessary) health workers, other than physicians, dentists, midlevel providers and most nursing personnel. An exception to the latter is mental health nursing staff who function as other health providers. These individuals are considered providers and do generate encounters. For the purposes of these reporting requirements, ophthalmologists and psychiatrists (both being physicians) are reported under the medical functional cost center while optometrists and psychologists are reported here.

Other Health Support: Personnel who provide clinical and clerical support services to other health providers. Also includes patient records clerks when they can be easily assigned to the other health cost center. If significant portions (i.e., at least 20 percent) of their time are spent in other cost centers, too, and the project has no methodology for allocating patient records personnel, their time should be assigned to the patient records cost center. All other health support personnel are defined as nonproviders and do not generate encounters.

SUPPORT SERVICES PERSONNEL: This includes the following types of personnel.

Community Service Personnel: Staff involved in socially oriented

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activities related to outreach, referral or follow-up services. These people are defined as nonproviders and do not generate encounters.

Environmental Health Personnel: Staff responsible for the project's environmental health programs, including such activities as sanitation inspections, environmental education campaigns, etc. These people are defined as nonproviders and do not generate encounters.

Patient Transportation Personnel: Staff responsible for the provision of patient transportation services, such as bus, van, or ambulance drivers. These people are defined as nonproviders and do not generate encounters.

Patient Records Personnel: Staff engaged in maintaining, abstracting, transcribing, proofing, filing, and retrieving patient records systems. If a patient records employee spends at least 80 percent of his/her time handling patient records in the medical, dental or other health cost centers, then 100 percent of his/her time may be reported in that cost center as support personnel. If the employee spends less than 80 percent of his/her time handling patient records in any one health care cost center, then that employee may be reported as patient records personnel if the health center has no other way to assign his/her time. The associated personnel costs will be allocated to the appropriate cost centers according to the methodology shown on TABLE 6 Worksheet A or another methodology developed by the project. These individuals are defined as nonproviders and do not generate encounters.

CLINIC OVERHEAD PERSONNEL: Staff primarily involved in activities related to the administration or operation of the overall project. This category is comprised of the following types of personnel:

Administration Personnel: Staff performing general administrative activities, such as project management, evaluation, training, and clerical/typing work not directly supportive of health care services. Included in these functions are production of internal management reports and external reports for Federal, state and local agencies. For projects with partially or totally prepaid activities, this staff category includes marketing staff engaged in the development and conduct of marketing activities designed to enroll and retain enrollees in prepaid plans).

These people are defined as nonproviders and do not generate encounters.

Facility Personnel: Staff who maintain the facility, usually housekeeping and maintenance personnel, performing custodial tasks and minor

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repairs on equipment and the actual physical plant. Security personnel who engage in protecting the grantee's property also should be included in this category. These people are defined as nonproviders and do not generate encounters.

INSTRUCTIONS

SPECIFIC

1. The grantee's BCRR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.

2. STAFF PERSONNEL EQUIVALENTS, COLS. (a) and (b):

a. Allocation of Personnel Time to Functional Cost Center(s):

Note that Column (a) includes only NHSC assignees; Column (b) includes all other staff. A staff person's time should be split among two or more functional areas when the time devoted to each area amounts to significant portions of that person's time; i.e., 20 percent or more. If a staff person normally spends 80 percent or more of his/her time in one functional cost center, then 100 percent of his/her time may be reported in that cost center. If a staff person normally spends less than 80 percent of his/her time in a major cost center, then the remainder of the time should be allocated to all appropriate cost centers that account for the significant portions; i.e., 20 percent or more, of the staff person's time.

Care should be taken to insure that 100 percent of each staff person's time is accounted for in this table.

1. The time reported for physicians, midlevel practitioners, and dental providers should not be split among cost centers with the following exception.

Health care staff who devote at least 20 percent of their time to overall project administration (for example, Medical Director, Dental Director or Nursing Supervisor) should have this portion of their time shown in Clinic Overhead Administration (LINE 21). The allocation of their time should be in accordance with the following guidelines:

(a) Medical, dental and other health functional cost centers should reflect only time spent on the following departmental activities: providing clinical services; managing personnel and other resources; and performing clinical quality assurance activities in

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these departments.

- (b) The clinic overhead administration functional cost center should only reflect time spent in overall project management and administrative activities. For example, these may include preparation of a funding application, budget/planning meetings of department heads, participation in public meetings and contract or labor negotiations.

- ii. Nurses should divide their time only when they spend significant portions, functioning in different categories, such as a laboratory technician, patient educator or counselor, medical nurse, nursing supervisor or administrator. (See 1. above for differentiating a nursing supervisor's time.) Nurses should not divide their time between the Nurses-Medical or Medical Support categories.

- iii. When a staff person's time is allocated to more than one functional cost center (as indicated by the letter in parentheses on this table), his/her salary must be allocated to the same cost centers (indicated by the same letters) on TABLE 6.

- iv. Small projects which do not keep individual personnel time records by functional cost center may estimate staff personnel equivalents for each cost center in which a significant portion of an individual's time is spent, using a methodology which is acceptable to the Regional Office.

- b. Calculation of Staff Personnel Equivalents: Staff personnel equivalents are computed on an individual basis by dividing the total number of hours in the reporting period for which a person was compensated by the total number of hours in the reporting period considered by the grantee to be full-time. The total number of hours for which an individual was compensated includes the number of hours a person was present for work and reimbursed for his/her time, as well as paid leave time (vacation, sick leave, continuing education trips, etc.). For personnel other than NHSC assignees, the number of hours the grantee organization considers full-time must be at least 1600 hours per year. If not, each of its employees must be reported as less than full-time. (Refer to NHSC policies for the definition of full-time NHSC assignees.) An individual staff member cannot be reported as more than 1.0 staff personnel equivalent despite any overtime compensation which may appear on TABLE 6.

NOTE: All calculations for staff personnel equivalents should be aggregated according to the applicable functional cost centers and recorded in COLS. (a) or (b). Round all

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figures to no more than two decimal places (hundredths). For example, 5.748 should be rounded to 5.75.

Example: If the grantee's full-time work week is 40 hours, then 1,040 hours would be considered full-time for a January 1 to June 30 reporting period (26 weeks X 40 hours), and 2,080 hours for a January 1 to December 31 reporting period (52 weeks X 40 hours).

- i. An individual who was employed on January 1 and worked on a 40 hour per week basis through October 1. There were 13 weeks remaining in the calendar year when the individual left the organization. In completing its December 31 BCRR, the grantee calculates the individual's personnel equivalent as follows:

(a) The total number of hours in the reporting period for which the individual was compensated was 1,560 hours (39 weeks X 40 hours per week).

(b) The total number of hours in the reporting period considered by the project to be full-time was 2,080 hours (52 weeks X 40 hours per week).

(c) The staff personnel equivalent figure for the 12 month reporting period is 0.75 (1,560 ÷ 2,080 hours). This 0.75 personnel equivalent would be distributed appropriately among functional cost centers as described in 2.a. above.

- ii. An individual begins employment on a 20 hour per week basis on February 26, eight weeks after the beginning of the reporting period. In completing its June 30 BCRR, the grantee calculates the individual's personnel equivalent as follows.

(a) The total number of hours in the reporting period for which the individual was compensated was 360 hours (18 weeks X 20 hours per week).

(b) The total number of hours in the reporting period considered by the project to be full-time was 1,040 hours (26 weeks X 40 hours per week).

(c) The staff personnel equivalent figure for the six month reporting period is 0.35 (360 hours ÷ 1,040 hours). This 0.35 personnel equivalent would be distributed among functional cost centers in which the individual worked a significant amount during the reporting period.

- iii. The same individual in 2.b.ii continued to work 20 hours per week for the remainder of the calendar year. For the December 31 BCRR, the

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individual's personnel equivalent would be calculated as follows.

- 1) The total number of hours in the reporting period for which the individual was compensated was 880 hours (44 weeks X 20 hours per week).
- 2) The total number of hours in the reporting period considered by the project to be full-time was 2,080 hours (52 weeks X 40 hours per week).
- 3) The staff personnel equivalent figure for the 12 month reporting period is 0.42 (880 hours - 2,080 hours). This 0.42 personnel equivalent would be distributed among functional cost centers as described in 2.a. above.

c. Enter staff personnel equivalents for NHSC assignees on the appropriate line in Col. (a). Enter all other staff personnel equivalents on the appropriate lines of Col. (b).

d. Total the staff personnel equivalents in each column and enter on LINE 23.

3. ENCOUNTERS, COLS. (c) and (d):

a. Onsite with Staff Providers: Enter in Col. (c) the onsite encounters generated by staff providers whose time is accounted for in COLS. (a) and (b).

b. All Other (Including Offsite and Nonstaff): Enter all other encounters in Col. (d). This includes offsite encounters generated by those providers whose time is accounted for in COLS. (a) and (b), as well as encounters generated by nonstaff providers who worked for the project, but not on a scheduled basis and whose time is not accounted for in COLS. (a) or (b). There are two types of nonstaff encounters reported in Col. (d).

- The grantee is billed directly for the service by the nonstaff provider (includes fee-for-service, capitation, and retainer arrangements).

- The nonstaff provider donates the cost of providing the services and the donation is formally documented in the accounting records and recorded on TABLE 6.

In either case, the grantee must receive some record that the service was actually performed; that is, the referral was completed, and that one or more encounters were generated.

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c. Total: Enter the total of all onsite encounters on LINE 23, COL. (c) and the total of all other encounters on LINE 23, COL. (d).

FREQUENCY: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January 1 through the ending month of the reporting period (June 30 or December 31).

EXHIBIT VI-1

LISTING OF PERSONNEL BY FUNCTIONAL COST CENTER

NOTE: This listing reflects the types of functions personnel perform and does not necessarily correlate to a formal title given to a project employee.

Line	Functional Cost Center and Code	Type of Personnel	Provider	Nonprovider
(A) MEDICAL SERVICES				
1.	Primary Care Physicians (M.D. or D.O.)	General Practitioner	X	
		Family Practitioner	X	
		Internist	X	
		Pediatrician	X	
		Obstetrician/Gynecologist	X	
2.	Psychiatrist (M.D. or D.O.)	Psychiatrist	X	
3.	Other Medical and Surgical Specialists and Sub-Specialists (M.D. or D.O.)	Allergist	X	
		Cardiologist	X	
		Dermatologist	X	
		Orthopedist	X	
		Surgeon	X	
		Urologist	X	
		Ophthalmologist	X	
		Other Specialists and Subspecialists	X	
4.	Midlevel Practitioners	Child Health Associate	X	
		Medex	X	
		Physician's Assistant	X	

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Physician's Associate X
Nurse Practitioner X
Certified Nurse-Midwife X
Women's Health Care Specialist X

5. Nurses-Medical

Clinical Nurse Specialist X
Public Health Nurse (PHN) X
Home Health Nurse X
Visiting Nurse X
Registered Nurse (RN) X
Licensed Practical Nurse (LPN) X
Licensed Vocational Nurse (LPN) X

6. Medical Support

Nurse Aide/Assistant X
Clinic Aide/Assistant X
Team Clerk X
Team Secretary X
Appointments Clerk X
Patient Records Clerk X

7. Laboratory-Medical (B)

Pathologist X
Medical Technologist X
Laboratory Technician X
Laboratory Assistant X
Phlebotomist X

8. X-Ray-Medical (C)

Radiologist X
X-Ray Technologist X
X-Ray Technician X

9. Pharmacy-Medical and Dental (D)

Pharmacist X
Pharmacist Assistant X

(E) DENTAL SERVICES

Midlevel Practitioners and Nurses are considered providers only when acting independently in the provision of medical care.

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General Practitioner X
Specialists: X
Oral Surgeon X
Periodontist X
Pedodontist X

10. Dentists

Dental Hygienist X
Oral Therapist X

11. Dental Support

Dental Assistant X
Dental Technician X
Dental Aide X
Team Clerk X
Team Secretary X
Appointments Clerk X
Patient Records Clerk X

(G) OTHER HEALTH SERVICES

13. Education and Social Services

Family Planning Counselor X
Health Educator X
Medical Social Worker X
Public Health Nurse X
Home Health Nurse X
Visiting Nurse X
Registered Nurse (RN) X
Licensed Practical Nurse (LPN) X
Licensed Vocational Nurse (LVN) X
Home Health Aide X

14. Other Health

Psychologist X
Psychiatric Nurse X
Psychiatric Social Worker X
Clinical Social Worker X
Mental Health Nurse X
Audiologist X

When these positions can be assigned to a Health Care functional cost center.

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Occupational Therapist X
 Optometrist X
 Podiatrist X
 Physical Therapist X
 Respiratory Therapist X
 Speech Pathologist X
 Nutritionist/Dietician X

Patient Records Technician X
 Patient Records Clerk X
 Patient Transcriptionist X
 Appointments Clerk X

15. Other Health Support

Dietary Technician X
 Physical Therapy Assistant X
 Health Aide X

16. Other Health Support

Home Health Aide X
 Optician X
 Optometric Assistant/
 Optometric Technician X
 Team Clerk X
 Appointments Clerk1 X
 Patient Records Clerk1 X

SUPPORT SERVICES

17. Community Service
(H)

Family Health Worker X
 Outreach Worker X
 Community Health Aide X
 Community Health Advocate X

18. Environmental
Health (I)

Environmental Engineer X
 Sanitarian X
 Environmental Technologist X
 Environmental Technician X

19. Patient Transportation (J)

Transportation Coordinator X
 Driver X

20. Patient Records2

Patient Records Supervisor X

1When these positions can be assigned to a Health Care functional cost center.

2When these positions cannot be assigned to a Health Care functional cost center.

CLINIC OVERHEAD

21. Administration
(K)

Project Director X
 Administrator X
 Finance Director X
 Accountant X
 Bookkeeper X
 Secretary X
 Director of Planning & Evaluation X
 Clerk Typist X
 Billing Clerk X
 Cashier X
 Director of Data Processing X
 Key Punch Operator X
 Personnel Director X
 Registration Clerk X
 Receptionist X
 Director of Marketing X
 Marketing Representative X
 Enrollment/Service Representative X
 Patient Advocate/Ombudsman X

22. Facility

Janitor/Custodian X
 Security Guard X
 Groundskeeper X
 Equipment Maintenance Personnel X
 Housekeeping Personnel X

TABLE 4: Hospital Inpatient Care by Type of
 Encounter for This Reporting Period

APPLICABILITY This table must be completed by all primary care grantees.
 Grantees include: CH, HC (medical), and MH.

BCHS supported grantees which are Federally qualified HMOs should not submit this table.

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January 1988	through June 1988
January 1988	through December 1988
January 1988	through December 1988
January 1988	through December 1988

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TABLE 4: HOSPITAL INPATIENT CARE BY TYPE OF ENCOUNTER FOR THIS REPORTING PERIOD

NOTE: To be completed by all primary care grantees/projects. Primary care grantees/projects include: CHC, HCL and JHC.

TYPE OF SERVICE	PATIENT ADMISSIONS BY PROJECT STAFF (a)	HOSPITAL INPATIENT ENCOUNTERS BY PROJECT STAFF (b)
1) Pediatrics		
2) Internal Medicine		
3) Obstetrics		
4) Other (Specify) _____		

*Project staff include salaried, contracted or donated medical personnel, i.e., physicians and midlevel practitioners.

FREQUENCY OF REPORTING: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January first through the ending month of the reporting period (June 30 or December 31).

HOSPITAL INPATIENT ENCOUNTERS: Encounters by the medical staff member(s) who assumes the medical management responsibility of the patient during hospitalization. Also includes consultation visits by physicians and midlevel practitioners. Hospital visits by the grantee's nursing and other health staff are not included on TABLE 4, but are included in COL. (d) on TABLE 3.

NOTE: Only one (1) hospital encounter per patient per site (hospital) per day can be reported for medical staff providers regardless of the number of times they visit a hospitalized patient during the day.

TYPE OF SERVICE: The inpatient clinical service or hospital department to which the patient was admitted. Hospital inpatient encounters should be classified by the following type of service.

Pediatrics: The clinical service designed to take care of the diagnosis and nonsurgical treatment of children.

Internal Medicine: The clinical service concerned with the diagnosis and nonsurgical treatment of adults.

Obstetrics: The clinical service concerned with the care and treatment of women during pregnancy, childbirth and the postpartum period; does not include gynecology.

Other: All clinical services other than pediatrics, internal medicine or obstetrics.

INSTRUCTIONS

SPECIFIC

1. The grantee's BCRR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.
2. The total number of patient encounters by grantee staff should be entered on the line of the appropriate clinical service.

EXAMPLE: The grantee staff had the following record of inpatient care during the reporting period:

1 Obstetrics Admission - 3 Hospital Encounters
1 Pediatrics Admission - 2 Hospital Encounters
1 Pediatrics Admission - 4 Hospital Encounters

These are reported as follows:

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- 3 Hospital Inpatient Encounters by Grantee Staff, LINE 3 (Obstetrics), COL. (b)
- 6 Hospital Inpatient Encounters by Grantee Staff, LINE 1 (Pediatrics), COL. (b)

3. All "Other" patient admissions by grantee staff should be specified by entering the name(s) of the clinical service(s) (or abbreviation) in the space provided in the left column of LINE 4. One figure for the total encounters for all "Other" clinical services, regardless of the number of "Other" clinical services, should be entered on LINE 4, COL. (b).

Example: The grantee staff had the following record of inpatient care for "Other" clinical services for the reporting period:

- 2 Gynecology Admissions - 5 Hospital Encounters
- 2 Surgery Admissions - 7 Hospital Encounters

These are recorded as follows:

Gynecology, Surgery (or Gyn., Surg.) - Type of Services, LINE 4
12 Hospital Inpatient Encounters by Grantee Staff, LINE 4, COL. (b)

4. The total number of hospital inpatient encounters (i.e., offsite encounters) shown in this table should also appear as part of the "All Other" medical encounters shown in TABLE 3, COL. (d). For example, if a hospitalized patient has two encounters with a member of the grantee staff, these two (2) encounters are on the appropriate line in TABLE 3, COL. (d) and as two (2) on the appropriate line in TABLE 4, COL. (b).

FREQUENCY: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January 1 through the ending month of the reporting period (June 30 or December 31).

TABLE 5: Selected Clinical Services for This Reporting Period

APPLICABILITY The chart below summarizes the applicability of each reported clinical service to BCHS programs.

Clinical Service CH* FP HC** MH

*Includes BCHS supported grantees which are Federally qualified HMOs.
**Free-standing NHSC sites that provide medical services.

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July 198	through December 198		
198	through 198		

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TABLE 6: SELECTED CLINICAL SERVICES FOR THIS REPORTING PERIOD

NOTE: Only applies to projects affected by Primary Care Effectiveness activity, as follows: CH, FP, HC and MH.

Clinical User Category	Records Sampled (a)	Records in Compliance (b)
Immunization		
1) 24-27 months		
Immunization		
2) 6 year old		
3) Adolescent Family Planning Counseling (under 20 year)		
4) Pap Smear Follow-up		
5) Hydration Follow-up (10 years and over)		
6) Anemia Screening 24-27 months		

Immunization	1	3	1	1
24-27 months old	1	3	1	1
6 years old				
Family Planning				
Counseling for	1	1	1	1
Adolescents				
Pap Smear Follow-up	1.2	1.2	1.2	1.2
Hypertension				
Follow-up	1	1	1	1
Anemia Screening				
24-27 months old	1	3	1	1

- 1 - Applicable.
- 2 - Applicable, may be provided through formal written referral arrangements approved by the Regional Office.
- 3 - Not applicable.

DEFINITIONS

RECORDS SAMPLED: Records to be audited should be selected from the grantee's file of active patients. Active patients for the purpose of audit should include those patients who have had at least one medical encounter during the 24 months prior to the audit. Records for immunization and anemia screening audit should be drawn from the records of the appropriate universe of active patient groups for the particular indicator. Records for pap smear follow-up must be drawn from among the records of women who had Class III, IV or V pap smear results during the period (see #4 under Specific Instructions). Records for adolescent family planning counseling and hypertension follow-up audit can be drawn from the records of those patients who had an encounter for these purposes during each 6 month reporting period (either January through June or July through December). These patients may be identified through the daily log, appointment roster, computer printouts, diagnostic registers, or other listings of users during the reporting period.

At least 20 records of active patients whose health records could be examined for a particular clinical service must be sampled for each reported clinical indicator. If there are fewer than 20 records of active patients for any indicator, then the charts of all active users

1. An exception to this rule is pap smear follow-up, for which all records must be counted. See Instruction 4.

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whose health records could be examined for a particular clinical service must be included. Grantees may use a universal count, rather than a sampling of records, to report any indicator.

A single health record may be audited for several applicable clinical services. For example, the record of a two year-old may be examined for documentation of immunization and hematocrit/hemoglobin measurement. This record counts as one of 20 required records to be sampled for each of these clinical services.

Grantees with multiple service delivery sites should develop clinical quality assurance mechanisms by which records from each site are sampled periodically for the reported clinical services. These grantees have the option of sampling records from each site for each submission of this table, or rotating record sampling among sites provided that records from each site are sampled at least annually.

RECORDS IN COMPLIANCE: Records sampled which have documentation of all required services provided at the appropriate time, as specified for each clinical service, are in compliance. The guidance document, Primary Care Effectiveness: An Approach to Clinical Quality Assurance in BCHS Programs and Projects, effective January 1982, should be referenced for a more detailed description of the clinical quality assurance indicators shown.

INSTRUCTIONS

SPECIFIC

1. The grantee's BCRR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.

2. Immunization, LINES 1 and 2:

Record Sampled, COL. (a): At least 20 records of active patients in each age category should be selected if the grantee has an immunization tracking system. If the grantee has not established an immunization tracking system, the grantee should select a statistically valid sample of records, according to the sampling procedures described on page 10 of the BCHS Guidance for Improving Immunization Levels - 1977.

Records in Compliance, COL. (b): The number of records sampled which have documentation of all recommended immunizations, as specified in the Public Health Service/American Academy of Pediatrics Schedule in the BCHS publication, Primary Care Effectiveness (1982).

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3. Adolescent Family Planning Counseling, LINE 3:

Records Sampled, COL. (a): The grantee should select at least 20 records of active female patients under 20 years of age who have had a family planning encounter with a medical provider for the purpose of receiving a family planning method. If family planning services are not offered by the grantee's staff enter 0 on LINE 3, COLS. (a) and (b).

Records in Compliance, COL. (b): The number of records sampled which have documentation that counseling was provided prior to, or at the time of, receiving any family planning method. (See definition of family planning encounter with an other health provider).

4. Pap Smear Follow-up, LINE (4)

Records Sampled, COL. (a): In order to allow six weeks for follow-up of Class III, IV and V pap smears, grantees must review the records of all women which show Class III, IV and V pap smear results received between six weeks prior to the beginning of the reporting period and six weeks prior to the end of the reporting period, as shown in the following chart.

Count All Class III, IV and V
Pap Smear Results Received

Reporting Period	From	Through
Jan. 1 - June 30	Nov. 16	- May 15
July 1 - Dec. 31	May 16	- Nov. 15

Records in Compliance, COL. (b): The number of records of patients counted in COL. (a) which have documentation of follow-up and further diagnostic study by a gynecologist within six weeks of the date the pap smear result was received. Follow-up and further diagnostic study may be provided by either a grantee staff gynecologist or through referral out of the center. All grantees noted in the applicability section must report on this indicator even if they do not pay for follow-up referral. Records which show documented attempts at contacting the patient without success or patient refusal of follow-up care can be counted as in compliance, but this should be a rare occurrence.

5. Hypertension Follow-up, LINE 5:

Records Sampled, COL. (a): The grantee should select at least 20 records of active patients, age 10 and older, who have been diagnosed as hypertensive according to the grantee's criteria for hypertension. If the grantee serves adults, then at least half of

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the charts should be those of adult patients.

Records in Compliance, COL. (b): The number of records sampled which have documentation of adherence to the grantee's treatment plan for hypertension, or the treatment plan developed for the individual patient. It is the responsibility of each grantee to develop its own hypertension treatment and criteria for adherence. The BCHS publication, Guidance for High Blood Pressure Control in Primary Care Settings, is available to assist each grantee in developing appropriate high blood pressure control plans. The BCHS guidance material pertaining to the hypertension follow-up indicator should also be referenced. Adherence is determined by ascertaining whether the visits for blood pressure follow-up have occurred as outlined in the treatment plan; and if appointments were missed, whether efforts to re-engage the patient in therapy were made and documented. Further, the record should show either progress toward the blood pressure goal or reasons why progress has not been made.

Special Instructions for Grantees Providing Only Family Planning Services: Grantees should have established procedures for determining if their patients are hypertensive and for either treating them or referring them for treatment elsewhere. When the patient is referred, it is suggested that the grantee note this action and the source of care, if known, in the patient record and on a referral log. For reporting on TABLE 5, grantees will report on hypertension screening, as follows.

a. Records Sampled, COL. (a): The grantee should select at least 20 records of active patients age 10 and older, at least half of whom are adults, if the project serves adults.

b. Records in Compliance, COL. (b): The number of records sampled which have documentation of a blood pressure measurement at the most recent medical encounter or within one year of the most recent medical encounter.

6. Anemia Screening, LINE 6:

Records Sampled, COL. (a): The grantee should select at least 20 records of active patients, ages 24-27 months.

Records in Compliance, COL. (b): The number of records sampled which have documentation of a hematocrit or hemoglobin measurement since the time of registration.

FREQUENCY: Semi-annually (January-June, July-December).

TABLE 6: Cost Before and After Distribution by Functional

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BCMR REPORTING NO. _____

HCFA I.D. NO. _____

REPORT FOR PERIOD (Check One & Complete Date)	
January 1988	through June 1988
January 1988	through December 1988
January 1988	through _____ 1988

☐ Initial Submission
 ☐ Revision

TABLE 6: COSTS BEFORE AND AFTER DISTRIBUTION BY FUNCTIONAL
COST CENTER FOR THIS REPORTING PERIOD

NOTE: Grantees should complete this table as follows:

Annual: The entire table (LINES 1 through 13, COLS. a through g).

First three quarters: The entire table (LINES 1 through 13, COLS. a through g).

First quarter: The entire table (LINES 1 through 13, COLS. a through g).

Complete all of LINES 13 and the applicable cells of COLS. (a) and (g).

FUNCTIONAL COST CENTER	SALARIED PERSONNEL (WORKSHEET 5, COL. (a))	OTHER (INCLUDING CONSULTANT AND CONTRACT SERVICES)	VALUE OF DONATED MATERIALS & SERVICE**	TOTAL BEFORE DISTRIBUTION (a + b + c + d)	TOTAL AFTER DISTRIBUTION OF FACILITY COSTS (WORKSHEET 6, COL. (a))	TOTAL AFTER FINAL DISTR. OF CLINIC OVERHEAD COSTS (WORKSHEET 8, COL. (a))
HEALTH CARE FUNCTIONS:						
1) Medical (a)						
2) Laboratory Medical (b)						
3) X-Ray Medical (c)						
4) Pharmacy Medical & Dental (d)						
5) Dental (inc. Lab. & X-Ray) (e)						
6) Inpatient (f)						
7) Other Health (g)						
8) Community Service (h)						
9) Environmental (i)						
10) Patient Transportation (j)						
CLINIC OVERHEAD FUNCTIONS:						
11) Administration (k)						- 0 -
12) Facilities (l)					- 0 -	- 0 -
13. TOTAL LINES 1 through 12						

*Include the costs of salaried personnel, including the costs of fringe benefits paid to employees (see TABLE 6 Worksheet A).

**Include the costs associated with donated personnel, including NHSC employees. For NHSC personnel, include the reimbursable cost of the assignment(s), not the amount actually reimbursed to the Corps.

***Only the cells not shaded should be completed with the data transferred from Worksheet 8.

NOTE: The distribution of PERSONNEL COSTS across the functional areas should correspond to the distribution of STAFF PERSONNEL EQUIVALENTS shown in TABLE 3. For any individual whose time is split among two or more functions in TABLE 3, the same percentage split should be applied to personnel and consultant costs in this table.

All amounts should be rounded off to the nearest dollar.

CONSISTENCY CHECK:

LINE 13, COL. (a) - LINE 13, COL. (g)

FREQUENCY OF REPORTING: Semi annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year to date basis from January first through the ending month of the reporting period (June 30 or December 31).

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Cost Center for This Reporting Period

APPLICABILITY This table applies to the following programs: CH, FP, HC, and MH. BCHS supported grantees which are Federally qualified HMOs should not submit this table. Family Planning grantees should complete this table as instructed in the Preface.

Grantees should complete this table as follows.

First Six Months (January to June Reporting Period): All unshaded cells on LINE 13, COLS. (a) through (g), and all unshaded cells on LINES 1 through 13, COLS. (f) and (g) only. (This also applies to grantees that have been instructed by the Regional Office to report quarterly for the first three quarters.)

Annual (January to December Reporting Period): All unshaded cells within the table, LINES 1 through 13, COLS. (a) through (g).

DEFINITIONS

COST: Cost represents that portion of prior, current and future expenditures which are actually consumed or can reasonably and systematically be allocated to the current period. This includes the value of all goods and services consumed or allocated to the reporting period for which no expenditure is required (e.g., donated goods and services, NHSC personnel, volunteer services, depreciation).

FUNCTIONAL COST CENTERS: A classification system for costs incurred in the provision of health services, allocated by type of function.

HEALTH CARE FUNCTIONAL COSTS: All costs, including the cost of donated goods and services, incurred in delivering health services. Health care costs are generated in the following functional categories.

Medical: Costs incurred in providing medical services, either onsite or offsite, for the prevention, diagnosis, treatment and rehabilitation of illness or injury. Included costs of providing medical services which are incidental to or an integral part of the services provided by a physician or other medical provider.

This function includes the costs of inpatient care by medical staff providers, nursing services (including home health services), and all routine and specialized medical services provided by the grantee. The costs of medical malpractice insurance and patient records are also included.

See TABLE 6 Worksheet A for a suggested methodology of allocating patient records costs.

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Laboratory (Medical): Costs of outpatient laboratory services, with the exception of dental laboratory services, either performed onsite or offsite. These costs include payments to outside laboratories for services provided to grantee patients.

X-Ray (Medical): Costs of providing outpatient x-ray diagnostic and therapeutic services, except dental x-rays, performed either onsite or offsite. These costs include payments to outside x-ray programs for services provided to grantee patients.

Pharmacy: Costs of operating a licensed pharmacy within the project or payments to commercial pharmacies for prescriptions filled for grantee patients for all health services, including dental services, for which the clinic is billed. The costs of pharmaceuticals, such as oral contraceptives, dispensed by a provider other than a pharmacist are also included in this cost center.

Dental: Costs incurred in providing dental services for the purpose of prevention, assessment or treatment of a dental problem, including dental laboratory, x-ray, and prosthetics, whether the services are performed onsite or offsite. Costs include dental malpractice insurance and patient records costs.

Inpatient: Costs incurred for inpatient or extended care facility services for which the grantee assumes the responsibility for payment. This includes nonstaff providers, room and board, and ancillary services while the patient is in the hospital as an inpatient. Excluded from this category are costs associated with inpatient services provided by staff providers and support personnel whose staff time and costs are reported under the medical cost center. Hospital charges incurred for the diagnosis and treatment of outpatients are included in the appropriate health care functional cost centers described above, not the inpatient cost center.

Other Health: Costs incurred in providing health services other than medical and dental. This category includes any specialized other health service provided by the grantee, even if such health service is provided at a separate clinic. This category includes costs of podiatry, audiology, medical social work, counseling, health education, physical, speech and occupational therapy, nutrition programs, other health services related to inpatient care (such as discharge planning), home health services, and patient records for other health services.¹

¹See TABLE 6 Worksheet A for a suggested methodology for allocating patient records costs.

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Community Service: Costs incurred in the provision of activities which inform prospective patients of the availability of grantee services, assist patients in availing themselves of these services, and maintain continuity of patient care. This category includes outreach and/or recruitment of prospective patients, assisting patients in obtaining services from other medical and social service agencies and follow-up work with patients who are not using grantee services appropriately; e.g., who have missed appointments.

Environmental: Costs directly related to an organized environmental health program, including activities such as sanitation inspections and environmental education campaigns.

Patient Transportation: Costs incurred in providing transportation for patients. These costs include the following: the cost of operating leased and/or owned vehicles; the cost of ambulance services; bus and cab fares; other forms of patient transportation paid for by the grantee; and personnel costs associated with transportation services.

CLINIC OVERHEAD FUNCTIONAL COSTS: All costs, including the value of donated materials and services, necessary to administer or operate the overall grantee program. These costs are later distributed among the health care functional cost centers in order to obtain cost figures which measure the total amount of resources required to perform each of the health care functions. See Exhibit VI-2 for the detailed list of costs which are usually included in each of the two clinic overhead cost centers. The clinic overhead functions are comprised of the following.

Administration: Costs associated with the administrative and general management activities of the grantee. For grantees with prepaid activities, costs include marketing costs related to the development and implementation of programs designed to enroll and retain members in the prepaid plan.

Facility: Cost associated with using and maintaining the physical plant of onsite clinics including housekeeping and maintenance, security, utilities, rental and depreciation.

NOTE: Patient records costs, including personnel and other costs associated with maintaining the grantee's health records, should be allocated to the appropriate medical, dental and/or other health functional cost center(s) according to the methodology on Worksheet A or the grantee's own methodology.

COST CATEGORIES:

Salaried Personnel: Those costs incurred by the grantee for compensation of its employees for their services during the reporting period.

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i.e., gross salaries and wages, including annual and sick leave, holiday pay, overtime, bonuses and the cost of fringe benefits.

Fringe benefits include the employer's share of employee hospitalization, medical and dental insurance, Social Security taxes (FICA), unemployment compensation, annuity, and pensions. Fringe benefits do not include membership dues, subscriptions, continuing education and other similar costs. Fringe benefit expenses are either assigned directly or allocated to the functional cost center to which the employee's salary or wages are assigned.¹

Other: All costs, other than salaries and fringe benefits, which were incurred by the grantee. Included in this category are the costs of:

- consultant and contract services;
- supplies consumed during the period;
- travel and training;
- depreciation of purchased fixed assets including facilities, leasehold improvements and equipment. (See Capital Expenditures.);
- insurance, interest and taxes (other than payroll-related taxes which are included in personnel costs as a part of fringe benefits);
- postage, freight, telephone, answering service; and
- rent and utilities.

Value of Donated Materials and Services: All costs which are necessary and prudent to the operation of the grantee and which are not paid for directly by the grantee. This category includes the estimated fair market value of donated personnel, supplies, services, space rental and depreciation for the use of donated facilities and equipment.

The full value of National Health Service Corps (NHSC) assignee(s), not the amount reimbursed, is also included in this category. NHSC furnished equipment, including dental operatories, should be capitalized at the amount shown on the NHSC Equipment Inventory

¹See TABLE 6 Worksheet A for a suggested methodology for allocating fringe benefit costs to personnel.

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Document, and the appropriate depreciation expense (based on the life of the equipment) should be shown in this category for the reporting period.

The estimated fair market value (FMV) should be calculated according to the cost which is required to obtain similar services, supplies, equipment or facilities within the immediate area at the time of the donation. The FMV should only be recognized when the intent of the donating parties is explicit and when the services, supplies, etc., are both prudent and necessary to the grantee's operation.

INSTRUCTIONS

GENERAL

1. All costs associated with the services and activities included in the grantee's approved application for BCHS funding, including those associated with delegate agency operations, should be reported on this table. Free-standing NHSC sites will only include those portions of costs associated with the services and activities approved in the Memorandum of Agreement.
2. The home health activities of BCHS grantees should be included in TABLE 6 according to the type of service(s) performed.
3. Amounts should be rounded off to the nearest dollar.
4. Negative symbols (parentheses, brackets, minus signs) should not be used.
5. This is an accrual basis table. Costs reported on TABLE 6 represent the amounts consumed during the reporting period, regardless of when payments are made. See the adjustments necessary to convert costs from cash to accrual basis in Exhibit VI-3 and the discussion on accrual accounting in the BCHS Accounting Manual (1980 Edition).
6. Amounts to be entered in this table are period specific, as of the end of each reporting period. For example, if the reporting period is the six month period ending June 30, then enter the costs incurred from January 1 through June 30. If the reporting period is the 12 month period ending December 31, this includes costs already reported on the January through June report.
7. The letters which appear in parentheses next to the functional cost centers on this table are the alphabetic prefix functional codes for the corresponding accounts in the Bureau of Community Health Services' Accounting Manual. These same letters are used to identify the functional cost centers on TABLE 3.

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8. Reporting of personnel costs by functional cost center on TABLE 6 should be consistent with the allocation of staff personnel equivalents on TABLE 3.

SPECIFIC

1. The grantee's BCRR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.

2. Grantees which maintain their financial records on a cash basis must convert the financial data to the accrual basis according to the steps outlined in Exhibit VI-3.

In making the adjustments described in Exhibit VI-3, if the ending date for the reporting period does not correspond to the fiscal year end, it will not be necessary to post entries to the books of the grantee. However, work papers should be maintained which show the following:

- the initial book balance of individual accounts at period end;
- a summary of all adjustments made; and
- the reversal of all adjustments if the entries are posted to the books of the grantee.

3. Grantees which maintain their financial records according to budget line items must convert the financial data to the Table 6 functional cost centers.

4. In order to assign costs to the appropriate functional cost center and cost category, individual invoices and other available documentation may need to be reviewed.

Completion of TABLE 6:

1. Salaried Personnel, COL. (a): Includes wage and salary costs, as well as the costs of fringe benefits.

Grantees which keep patient records costs separately should include the patient records personnel costs from Worksheet A, COL. (c) or from the grantee's own records for allocating the costs to the medical, dental, and other health cost centers.

Grantees which have assigned or allocated fringe benefits to the cost centers throughout the reporting period need only to combine the salary and fringe benefit amounts (after conversion to the accrual

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basis) and enter the amount on the line corresponding to that cost center.

Grantees which maintain all fringe benefits costs together, rather than by functional cost center, should allocate the fringe benefit costs to the functional cost centers using Worksheet A, COLS. (e) through (g).

Enter total personnel costs (salaries and fringe benefits) for each functional cost center on TABLE 6, COL. (a), LINES 1 through 12 from the data in the grantee's records or from Worksheet A, COL. (h).

Total COL. (a), LINES 1 through 12 and enter the total on LINE 13, COL. (a).

2. Other, COL. (c): Includes all costs (except salaries and fringe benefits) as classified by functional cost center after adjustments have been made to record actual consumption rather than expenditures. This includes depreciation of fixed assets which were purchased directly by the grantee.

Grantees which keep patient records costs separately should include the patient records other costs from Worksheet A, COL. (d) or from the grantee's own records for allocating the cost to the medical, dental and other health cost centers.

Enter total other costs for each functional cost center in COL. (c), LINES 1 through 12. Total COL. (c), LINES 1 through 12 and enter the total on LINE 13, COL. (c).

3. Value of Donated Materials and Services, COL. (d): Includes all costs necessary and prudent to the operation of the activities and services of the grantee which are not paid for directly by the grantee.

The estimated fair market value assigned to each donation at the time of the donation is the basis for calculating the cost for the reporting period. The donated cost classification includes:

- the imputed reasonable cost of NHSC assignees, not the amount reimbursed;
- the FMV of all personnel who are donated and are not considered employees; and
- depreciation costs on all donated equipment and facilities, and the amount consumed during the reporting period of any other donated materials or supplies.

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Enter the total value of donated materials and services in COL. (d) on LINE 13.

4. Total before Distribution, COL. (e): Total LINE 13 of COLS. (a), (c) and (d) and enter the total in COL. (e).
5. Refer to TABLE 6 Worksheet B for calculation of the amounts to be entered in COLS. (f) and (g). Column (f), LINE 11 of TABLE 6 must be filled in.
6. Complete all totals and verify all consistency checks for TABLE 6 and TABLE 6 Worksheet B.

FOR GRANTEEES WHICH HAVE MULTIPLE HEALTH SERVICE SITES AND/OR DELEGATES:

Include all costs associated with health care delivery (as per the approved Grant Application or NHSC Memorandum of Agreement), including the clinic overhead costs of both the grantee and the delegate.

FOR SERVICES CONTRACTED OUT TO OTHER PROVIDERS ON A SERVICE UNIT OR PER CAPITA BASIS:

1. Examples:
 - a. A Family Planning grantee which contracts with all its delegates on a negotiated unit cost basis.
 - a. A Community Health or Migrant Health Center grantee which contracts with several group practices or private practitioners on a negotiated, prepaid capitation or unit cost basis.
 - a. Grantees which are funded by a Regional Office on a capitated basis.
2. Only complete the unshaded cells of COLS. (c), (f) and (g) of TABLE 6.
 - a. COL. (c), LINES 1 through 10: Grantees must break down the negotiated unit rate or capitation rate by cost center in order to accurately reflect the components of the rate in reporting TABLE 6. In other words, the grantee must report the applicable medical, laboratory, x-ray, pharmacy, dental, other health and other cost components which comprise the health care portion of the negotiated rate on LINES 1 through 10, COL. (c).
 - b. LINES 11 and 12, COL. (c): Grantees must show on these lines their own clinic overhead administration and facility costs, plus all the costs associated with the administration and

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facility components of the negotiated unit rate or capitation rate.

- c. LINE 13, COL. (c), Total.
- d. LINES 1 through 13, COLS. (f) and (g): Grantees must show in the unshaded cells of these columns the total costs after the allocation of clinic overhead functions including facility and administration.
3. Grantees unable to submit the data in conformance with the above instructions may request a waiver to all or part of TABLE 6 according to the procedures outlined in Section III, C. of this manual.

FREQUENCY: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January 1 through the ending month of the reporting period (June 30 or December 31).

EXHIBIT VI-2

LIST OF EXAMPLES
OF
CLINIC OVERHEAD COSTS

Cost Item	Functional Cost Center
Project Management	Administration
Accounting & Bookkeeping	Administration
Legal Services	Administration
Record Keeping	Health Care
Patient Records	Administration
Other	Administration
Internal & External Management Reports	Administration
Computer Costs	Health Care
Patient Records	Administration
Other	Administration
Clerical & Typing	Administration
Registration & Reception (not appointments)	Administration
Marketing	Administration
Billing	Administration
Payroll & Personnel Systems	Administration
Training Activities	Administration
Clinical Quality Assurance Activities	Health Care
Office Supplies	Administration

Costs that are not directly supportive of, or that cannot be assigned to, a specific Health Care function.

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1. Accounts payable and/or accrued expenses.
2. The fair market value (FMV) of donated goods and services consumed during the period.
3. Description expense calculated from the FMV assigned to capital items acquired by donation.

DEDUCTIONS FROM CURRENT PERIOD EXPENDITURESEXPENDITURES FOR GOODS AND/OR SERVICES NOT CONSUMED DURING THE REPORTING PERIOD.

1. Expenditures for capital items.
2. The portion of expenditures for prepaid items made during this period for which partial or total benefits will be derived in a future period.
3. Expenditures for the retirement of the principal on outstanding debts.

TABLE 6 WORKSHEET A: Distribution of Patient Records Costs and Fringe Benefits Across Functional Cost Centers

APPLICABILITY Grantees may allocate costs in accordance with the methodology demonstrated on the TABLE 6 Worksheet A to obtain the amounts for COLS. (a) and (c) on TABLE 6. Worksheet A itself does not have to be used, and it should not be submitted.

Those grantees with accounting systems that can routinely distribute patient records costs to health care functional cost centers and fringe benefits to personnel costs may not need to use all or part of Worksheet A and may complete COLS. (a) and (c) of TABLE 6 with the amounts generated by their own methodologies.

The grantee must retain a copy of all worksheets used in the allocation.

DEFINITIONS

DISTRIBUTION OF PATIENT RECORDS COSTS, WORKSHEET A COLS. (a), (b), (c), and (d): This section of Worksheet A is designed to assist grantees in the allocation of patient records salaried personnel and other costs to the medical, dental, and other health functional cost centers. The percentage of total encounters attributed to each of three cost centers applied to the patient records cost categories is used as the basis for this

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DISTRIBUTION OF FRINGE BENEFITS COSTS, WORKSHEET A COLS. (e), (f), (g) and (h): This section of Worksheet A is designed to assist grantees in the allocation of fringe benefits on an equitable basis to the salaries with which they are associated. The basis of allocation used is the fringe benefit rate applied to total salaries by cost center.

INSTRUCTIONSGENERAL

1. Dollar amounts should be rounded to the nearest dollar.
2. Percentage figures may be rounded to whole numbers provided the column total equals 100 percent.
3. Negative symbols are preprinted on Worksheet A as parentheses where subtractions are necessary.
4. If used, Worksheet A should be retained by the grantee and not submitted with the other tables.

SPECIFIC1. Distribution of Patient Records Costs

If the grantee has already assigned patient records personnel across the health care cost centers on TABLE 3, the grantee should use the same methodology for allocating the rest of the patient records costs in order to maintain consistency in cost allocation methodology.

If patient records costs have not been assigned to health care cost centers, complete the following steps.

- a. Transfer the total medical encounters from TABLE 3, COLS. (c) and (d), LINES 1 through 5 onto TABLE 6 Worksheet A, COL. (a), LINE 1.

Transfer the total dental encounters from TABLE 3, COLS. (c) and (d), LINES 10 and 11 onto TABLE 6 Worksheet A, COL. (a), LINE 5.

Transfer the total other health encounters from TABLE 3, COLS. (c) and (d), LINES 13 and 14 onto TABLE 6 Worksheet A, COL. (a), LINE 7.

Enter the total encounters from LINES 1, 5 and 7 on LINE 15, COL. (a).

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b. In COL. (b), divide each of the numbers on LINES 1, 5 and 7, COL. (a) by the total on LINE 15, COL. (a) and enter the percentage obtained on the corresponding line in COL. (b). Round the figures to whole numbers as necessary to ensure that the total of percentages in COL. (b) equals 100 percent.

c. Enter the total salaried personnel costs attributable to patient records from the grantee's books onto LINE 11, COL. (c).

Multiply each percentage from COL. (b) by the patient records salaried personnel costs on LINE 11, COL. (c) and enter the result on the corresponding line of COL. (c).

Total COL. (c) and check that the total equals "0" on LINE 15. Note that LINE 11 is a negative number.

d. Enter the total other costs attributed to patient records from the grantee's books onto LINE 11, COL. (d).

Multiply each percentage from COL. (b) by the patient records other costs on LINE 11, COL. (d) and enter the result on the corresponding line of COL. (d).

Total COL. (d) and check that the total equals "0" on LINE 15. Note that LINE 11 is a negative number.

e. Add the patient records salaried personnel costs on LINES 1, 5 and 7, COL. (c) to the remainder of the grantee's salaried personnel costs by cost center and enter the total personnel costs on TABLE 6, COL. (a) if fringe benefits are already included. If fringe benefits are not included, then enter the total personnel costs on the corresponding lines of the Worksheet, COL. (e).

Add the patient records other costs on LINES 1, 5 and 7, COL. (d) to the remainder of the grantee's other costs by cost center and enter the total other costs on TABLE 6, COL. (c).

2. Distribution of Fringe Benefits Costs

If fringe benefits have been allocated to the actual salaries or wages within each cost center, this distribution will not be necessary. The grantee need only transfer its total personnel cost (including fringe benefits) by functional cost center, to TABLE 6, COL. (a).

If fringe benefits have not been distributed, complete the following steps.

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TABLE 6 WORKSHEET B:
DISTRIBUTION OF CLINIC OVERHEAD COSTS ACROSS HEALTH CARE COST CENTERS

NOTE: If this Worksheet is used, it must be retained by the grantee. It should not be submitted with TABLE 6.

FUNCTIONAL COST CENTERS	Total before Distribution Worksheet A, Col (k)	DISTRIBUTION OF FACILITY COSTS				Total after Distrib. of Facility Costs (e + d)	DISTRIBUTION OF ADMINISTRATION COSTS			Total after Final Distrib. (e + g)
		(a) Square Feet of Space Used	(c) % of Square Footage	(d) Amount of Facility Distrib. to Functions	(f) % of Health Care Cost Subtotal		(g) Amount of Admin. Distrib. to Functions	(h) Total after Final Distrib. (e + g)		
HEALTH CARE FUNCTIONS:										
1) Medical (A)										
2) Laboratory - Medical (B)										
3) X-Ray - Medical (C)										
4) Pharmacy-Medical & Dental (D)										
5) Dental (E) & X-Ray (F)										
6) Inpatient (G)										
7) Other Health (H)										
8) Community Service (I)										
9) Environmental (J)										
10) Patient Transportation (K)										
11) SUBTOTAL (LINES 1 through 10)							100%			
CLINIC OVERHEAD FUNCTIONS:										
12) Administration (L)										
13) Facility (M)										
14) SUBTOTAL (LINES 12 + 13)										
15) GRAND TOTAL										

CONSISTENCY CHECKS:

1. COL. (e) equals TABLE 6, COL. (e)
2. COL. (e) equals TABLE 6, COL. (f)
3. COL. (h) equals TABLE 6, COL. (g)
4. LINE 15, COL. (e), and COL. (h) should all be equal.

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- a. List salaried personnel cost as classified by functional cost center in COL. (e) of Worksheet A. Total all amounts in COL. (e) and enter the total on LINE 15, COL. (e).
- b. Divide each of the numbers in COL. (e) by the total on LINE 15 and enter the percentage obtained on the corresponding line in COL. (f). Round the figures to whole numbers as necessary to ensure that the total of the percentages in COL. (f) equals 100 percent.
- c. Enter the total fringe benefits costs on Line 14, COL. (g). Multiply each percentage from COL. (f) by the total fringe benefits costs on LINE 14, COL. (g) and enter the result on the corresponding line of COL. (g).
- Total COL. (g) and check that the total equals "0" on LINE 15. Note that LINE 14 is a negative number.
- d. For each line, add the amounts in COL. (e) to the amounts in COL. (g) and enter the total in COL. (h).
- Total COL. (h) and transfer COL. (h) in its entirety to TABLE 6 COL. (a).
3. Compilation of Total Costs Before Distribution
 - a. From accounting records, enter all grantee costs incurred other than salaries and fringe benefits in COL. (i). The amounts entered in COL. (i) must include all entries, if any, from the patient records distribution in COL. (d).
 - The entries in COL. (i) should be identical to those in TABLE 6, COL. (c).
 - b. From accounting records or other documentation of in-kind contributions or donations of materials and services, enter the total value of donated materials and services for each functional cost center in COL. (j).
 - c. Total each line in COLS. (h), (i) and (j) and enter the totals on the corresponding lines in COL. (k).
 - d. Transfer the totals on LINE 15 of COLS. (j) and (k) to TABLE 6, LINE 13, COLS. (d) and (e).

TABLE 6 WORKSHEET B: Distribution of Clinic Overhead Costs Across Health Care Cost Centers

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APPLICABILITY Grantees must allocate costs, at a minimum, in accordance with the methodology demonstrated on the TABLE 6 Worksheet B to obtain the amounts for COLS. (f) and (g) on TABLE 6. Worksheet B itself does not have to be used, and it should not be submitted.

Those grantees with accounting systems that routinely distribute clinic overhead costs across health care functions using a multiple step-down methodology which is more sophisticated than the one used in the TABLE 6 Worksheet B may complete COLS. (f) and (g) of TABLE 6 with the amounts generated by their allocation methodologies.

The grantee must retain a copy of WORKSHEET B and any other paperwork and records used to do the allocation.

DEFINITIONS

DISTRIBUTION OF FACILITY COSTS. WORKSHEET B COLS. (b), (c) and (d): This section of Worksheet B is designed to assist grantees in the distribution of facility costs to other functional cost centers. The basis for allocation used is the percentage of total square footage used by each cost center applied to the total facility costs.

DISTRIBUTION OF ADMINISTRATION COSTS. WORKSHEET B COLS. (f) and (g): This section of Worksheet B is designed to assist grantees in the allocation of administration costs to the health care functions. The basis of allocation is the percentage of total costs (other than administration) by cost center applied to the total administration costs.

INSTRUCTIONS**GENERAL**

1. Dollar amounts should be rounded to the nearest dollar.
2. Round figures to whole numbers as necessary to ensure that the total percentages in COLS. (c) and (f) equal 100 percent.
3. Negative symbols are preprinted on Worksheet B as parentheses where subtractions are necessary.
4. If used, Worksheet B should be retained by the grantee and not submitted with the other tables.
5. Cost allocations must be made from left to right on Worksheet B.

SPECIFIC

1. Transfer the amounts listed on TABLE 6, Worksheet A, COL. (k) to

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Worksheet B, COL. (a). If Worksheet A is not used, obtain entries for Worksheet B, COL. (a) from the accounting system.

2. Distribution of Facility Costs:

- a. On Worksheet B, transfer the facility costs from LINE 13, COL. (a) to LINE 13, COL. (d).
- b. Determine the total square footage used by each functional cost center and enter the amount on the corresponding line of Worksheet B in COL. (b). Total the square footage of COL. (b) and enter the total on LINE 15.
- c. Divide the square footage in COL. (b) for each cost center by the total square footage on LINE 15 and enter the percentage on the corresponding line of COL. (c). Round as necessary to insure that the total of percentages listed on LINE 15, COL. (c) is 100 percent.
- d. Multiply each percentage obtained in COL. (c) by the total facility costs on LINE 13 in COL. (d) and enter the results on the corresponding line of COL. (d).
- e. Total COL. (d) and check to see that the total equals "0" on LINE 15. Note that LINE 13 is a negative number.

3. For each line add the amounts in COL. (a) to the amounts in COL. (d) and enter the total in COL. (e). Transfer the figures from COL. (e), Lines 6 and 12 onto TABLE 6, COL. (f) in the two functional cost centers which are not shaded, LINES 6 and 11. Figures are not needed on TABLE 6 where boxes are shaded.

4. Distribution of Administration Costs:

- a. On Worksheet B, add the entries on LINES 1 through 10 in COL. (e) to obtain the health care functions subtotal on LINE 11, COL. (e).
- b. Divide each amount listed in COL. (e) by the subtotal on LINE 11 and enter the percentage obtained on the corresponding line of COL. (f). Round the percentages in COL. (f) as necessary so that the total percentage on LINE 11, COL. (f) equals 100 percent.
- c. Transfer the administration costs from LINE 12, COL. (e) to LINE 12, COL. (g).
- d. Multiply the percentage on each line of COL. (f) by the total

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administration cost to be allocated on LINE 12, COL. (g) and enter the result on the corresponding line of COL. (g).

- e. Total COL. (g) and check to see that the total equals "0" on LINE 15. Note that LINE 12 is a negative number.
5. Total the amounts on each line on TABLE 6 Worksheet B, COLS. (e) and (g), and enter the total by functional cost center in COL. (h).
6. Transfer the amounts from Worksheet B, COL. (h) to TABLE 6, COL. (g).

TABLE 7: Accounts Receivable, Charges and Collections
by Source of Funds for this Reporting Period

APPLICABILITY This table applies to the following programs: CH, HC, and MH. BCHS supported grantees which are Federally qualified HMOs should not submit this table.

DEFINITIONS

ACCOUNTS RECEIVABLE: The collectable amount due the grantee at the end of a reporting period from patients and/or third party payors for services rendered. The beginning balance as of January 1 for all reports must equal the previous calendar year's ending balance as of December 31.

FULL CHARGES/FULL PREMIUMS: The gross charges or premiums as established by the grantee for the particular types of services rendered. Full charges and premiums should be calculated on a 100 percent pay basis for all services prior to any adjustments. These amounts should be reasonably related to the cost of operations as shown on TABLE 6. Full charges may be recorded at a cost-based, negotiated visit/encounter rate or capitation rate.

AMOUNT COLLECTED: Cash collected during the reporting period for services, regardless of the period in which those services were provided.

ADJUSTMENTS: Accounting transactions reflecting the differences between the full charges/full premiums generated by the grantee versus the amount actually received (amount collected) and/or the amount expected to be received in the near future (accounts receivable).

Amounts for which another third party or a private individual can be billed are not considered adjustments and should be recorded or reclassified as full charges/full premiums due from the secondary source of payment. These amounts will only be classified as adjustments when all sources of payment have been exhausted and further collection is not anticipated and/or possible.

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REPORT FOR PERIOD (Check One & Complete One)			
JANUARY 1988	PERIOD	JUNE 1988	
JANUARY 1989	PERIOD	DECEMBER 1988	
1988	PERIOD	1988	

☐ Total Submission

☐ Revision

TABLE 7: ACCOUNTS RECEIVABLE, CHARGES AND COLLECTIONS
BY SOURCE OF FUNDS FOR THIS REPORTING PERIOD.

SOURCE OF FUNDS	ACCOUNTS RECEIVABLE AT BEGINNING OF THIS PERIOD (a)	FULL CHARGES AND PREMIUMS DURING THIS PERIOD (b)	AMOUNT COLLECTED DURING THIS PERIOD (c)	ADJUSTMENTS (beginning - ending) (d)	ACCOUNTS RECEIVABLE AT END OF THIS PERIOD (e)
1. Medicare (Title XVIII)					
2. Medicaid (Title XIX)					
3. Title XX					
4. Other Third Parties					
5. Patient Fees/Premiums					
6. TOTAL LINES 1-5 (1+2+3+4+5)					

*Charges or premiums prior to adjustments for patients' ability to pay, third party disallowances, etc. If full charges/premiums are based upon a negotiated or contractual arrangement with a third party payor, and are not generally reflective of the costs of operation, footnote and explain below (name of third party, per unit, service, or capitation reimbursement rate or dollar limit).

**Breakdown of Adjustments by Type

DESCRIPTION	AMOUNT
7. Disallowances and Reductions (Contractual Allowances)	\$ _____
8. Sliding Payment Scale Adjustments	\$ _____
9. Bad Debt Write Off	\$ _____
10. Other (Specify): _____	\$ _____

CONSISTENCY CHECKS:

- COL (e) should equal COL (a) + COL (b) - COL (c) - COL (d)
- The amount entered in COL (d) should equal this amount entered in COL (d) of the TABLE 7 for the preceding calendar year.
- When TABLE 7 is completed for the same reporting period as TABLE 8, then:
 - LINE 9, COL (c) should equal TABLE 8, LINE 10 COL (b).

FREQUENCY OF REPORTING: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January first through the ending month of the reporting period.

SPECIFIC

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If an allowance for doubtful accounts is maintained, the corresponding expenses should be recorded as adjustments.

Adjustments are classified by type according to the characteristics of the transactions, as defined below.

- Disallowances and Reductions (Contractual Allowances): The difference between the grantee's customary charges and the amount allowed by third parties for the billed services.
- Sliding Payment Scale Adjustments: Reduction to full (gross) charges, or to the amounts transferred to patient fees/premiums from third party payors, based on the grantee's sliding payment scale derived from the Income Poverty Guidelines. This scale determines a patient's ability to pay according to the patient's family income and size.
- Bad Debt Write Off: The amount of net charges (gross charges less disallowances, reductions and/or sliding payment scale adjustments) which is not expected to be collected.
- Other (Specify): Any other type of adjustment, such as recovery of bad debt and policy discounts (e.g., staff discounts, free immunizations). (See General Instruction 2, for use of negative symbols.)

INSTRUCTIONS

GENERAL

- Amounts should be rounded off to the nearest dollar.
- Negative symbols (parentheses, brackets or minus signs) will normally not be used since most adjustments tend to decrease charges. However, in cases where the intention is to increase the adjustment amount (i.e., collection in excess of gross charges from third parties, or current period collection of a bad debt previously written off), the net of all adjustments is reported on LINE 6, COL (d) and the amount of those adjustments which would increase charges is reported separately on LINE 10 as a negative amount.
- Accounts receivable at the beginning of the reporting period on LINE 6, COL (a) must equal the accounts receivable on LINE 6, COL (e) at the end of the previous calendar year. (See consistency check 2.)

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1. The grantee's BCCR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.

Accounts Receivable at the Beginning of This Period:

1. Enter the amount from TABLE 7, LINE 6, COL. (e) at the end of the previous calendar year on LINE 6 of COL. (a) of the current period TABLE 7.
2. Grantees that have not previously submitted a TABLE 7 for the prior period must calculate the beginning accounts receivable balance from the patient ledger cards and/or General Ledger accounts. The beginning balance should be made as of January 1 or the first day of operation during the calendar year for which this report is being prepared. Enter the beginning balance in COL. (a). Grantees which are beginning operation and have no previous accounts receivable should enter "0" in COL. (a).

Full Charges and Premiums During This Period:

1. Enter the gross amount of charges and premiums for all services rendered during the reporting period, including fee-for-service charges and prepaid premiums in COL. (b).
2. Grantees which are reimbursed on a cost-based visit or encounter rate and/or a capitation rate by Title XIX or as a Federally Funded Health Center under Title XVIII may use the Fiscal Intermediary or Health Care Financing Administration negotiated visit/encounter rate or capitation rate as the full charge/premium for the purpose of this table. A clinic certified under the Rural Health Clinic Services Act may record charges in a way consistent with its reimbursement and billing policy, usually as fee-for-service although reimbursement is on a negotiated unit cost or capitation rate basis.

3. The amount entered in COL. (b) must be the result of fee or premium schedules which reasonably reflect the costs of operations.

Amount Collected During This Period:

1. Enter the total dollar amounts received between January 1 and the ending date of the reporting period in COL. (c).

Adjustments:

1. Disallowances and Reductions (Contractual Allowances): If a third party (such as Titles XVIII, XIX or private insurance) reimburses less than the organization's cost or full charge and the grantee

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cannot bill the patient for the remainder, enter the remainder or reduction under adjustments, LINE 6, COL. (d) and on LINE 7, disallowances and reductions.

Example: The State Title XIX Agency has paid \$20 for an office visit which was billed at a full (gross) charge of \$25.

When the charge was established, the \$25 was reported on LINE 6, COL. (b) as a full charge.

After payment has been received, the \$20 payment is recorded on LINE 6, COL. (c).

The \$5 reduction to the charge by Medicaid is recorded on LINE 6, COL. (d) and on LINE 7.

Amounts in excess of the reimbursement amount from a third party payor, but not in excess of the grantee's established charges, should remain as full charges if another third party or private individual can be filled for the difference.

2. Sliding Payment Scale Adjustments: Reductions to patient fees/premiums because of the patient's inability to pay, as determined by the grantee's sliding scale, should be recorded separately on LINE 8, and included in the net payment adjustments, LINE 6, COL. (d).

3. Bad Debt Write Off: Reductions of the net collectible amount after all other adjustments should be recorded on LINE 6, COL. (d) and on Line 9.

Bad debt write offs may occur due to the grantee's inability to locate persons, the patient's refusal to pay or the patient's inability to pay after the sliding fee scale is applied.

4. Other Adjustments: Any other adjustment should be specified according to type on LINE 10 and included on LINE 6, COL. (d). Care must be exercised in using negative symbols for adjustments. Since COL. (d) normally represents a reduction in accounts receivable, negative symbols should not be used unless the net adjustment is an increase in accounts receivable.

Example: A bad debt was written off during a previous reporting period (past calendar year) and subsequently collected this year. The amount collected on LINE 6, COL. (c) this year includes the amount of the bad debt collection; therefore, a positive adjustment would be necessary to balance the receivable since the bad debt was neither included in the beginning

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accounts receivable nor in the full charges for the period. A negative symbol should accompany the adjustment to indicate a positive figure or an adjustment opposite that which is normally made.

Accounts Receivable at the End of This Period:

1. The accounts receivable ending balance should be calculated and recorded on LINE 6, COL. (e), and compared to the total of the patient ledger cards as of June 30 or December 31 to ensure inclusion of all data and verification of the ending balance.

Completion of TABLE 7:

1. Total of adjustments by type (LINES 7, 8, 9 and 10) and ensure that the total agrees with LINE 6, COL. (d).

2. Verify consistency checks:

FREQUENCY: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January 1 through the ending month of the reporting period (June 30 or December 31).

TABLE 8: Summary of Receipts and Expenditures for This Reporting Period

APPLICABILITY This table applies to the following programs: CH, FP, HC and MH. BCHS supported grantees which are Federally qualified HMOs should not submit this table.

Grantees should complete this table as follows:

First Six Months (January through June Reporting Period): LINES 10, 16, 20 and 21 through 23, COL. (a). (This also applies to grantees that have been instructed by the Regional Office to report quarterly for the first three quarters.)

Annual (January through December Reporting Period): The entire table, LINES 1 through 23, COL. (a).

DEFINITIONS

FEDERAL GRANTS:

Section 329 (Migrant Health): Monies received directly from DHHS in the form of a grant under Section 329 of the Public Health Service Act.

Section 330 (Community Health Center): Monies received directly from DHHS

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BCHS REPORTING NO. _____

REPORT FOR PERIOD (Check One & Complete Date)			
January 1988	through June 1988	January 1988	through December 1988
January 1988	through December 1988	January 1988	through December 1988

☐ Initial Submission ☐ Revision

TABLE 8: SUMMARY OF RECEIPTS AND EXPENDITURES FOR THIS REPORTING PERIOD

NOTE: This table applies to grantee receipts and expenditures associated with services or activities in the approved application for BCHS funds, including those associated with delegate agency operations.

Grantees should complete this table as follows:

Annual: The entire table (LINES 1 through 23, COL. a).
First Six Months: Unless instructed by the Regional Office to report quarterly for the first three quarters, LINES 10, 16, 20 and 21 through 23, COL. (a).

	Summary of Receipts and Expenditures	Actual for Reporting Period
Federal Grants	11. Section 328 (Migrant Health)	1a.
	21. Section 330 (Community Health Center)	
	31. MCH Block Grant	
	41. Title X (Family Planning)**	
	51. Section 340 (Primary Care & D)	
	61. Appalachian Health	
	71. Black Lung Clinic Program	
	81. WIC***	
	91. Other (Specify)****	
	10. SUBTOTAL LINES 1 through 91	
Payment for Services	111. Title XVIII (Medicaid)	
	121. Title XIX (Medicaid)	
	131. Title XX	
	141. Other Third Parties	
	151. Patient Collections	
	161. SUBTOTAL LINES 11 through 151	
	171. State	
	181. Local	
	191. Other (Specify)****	
	201. SUBTOTAL LINES 17 through 191	
Other Sources	211. Capital Expenditures	
	221. Non-Capital Expenditures*****	
	231. SUBTOTAL LINES 21 + 221	
Expend.		

*Any form of State assistance through MCH Block.

**Indicate Title X funds received directly from the Federal government or indirectly through a delegate agency type relationship on LINE 4. Indicate other Federal grants received directly or indirectly on LINE 5.

***Only include monies received for administration and operation of the WIC program, not the monies received for food. Do not include money spent on food on LINE 22.

****Enter NHSC loans on LINE 19.

*****Include all actual expenditures by the grantee and its delegates on LINE 22. Payments made to the Federal government during the reporting period for the cost of NHSC grantees are entered on LINE 22.

FREQUENCY OF REPORTING: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-date basis from January 1 through the ending month of the reporting period (June 30 or December 31).

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In the form of a grant under Section 328 and/or 330 of the Public Health Service Act. These grants include Community Health Center, Rural Health Initiative, Urban Health Initiative, and Hospital-Affiliated Primary Care Center Programs.

Title V (MCH Block Grants): Monies received directly from DHHS or indirectly as a delegate agency under a block grant under Title V of the Social Security Act for the Maternal and Child Health Program.

Title X (Family Planning): Monies received directly from DHHS in the form of a grant or indirectly through a delegate agency relationship under Title X of the Public Health Service Act.

Section 340 (Primary Care Research and Demonstration): Monies received directly from DHHS in the form of a grant under Section 340 of the Public Health Service Act.

Appalachian Health: Grant monies received through the Appalachian Health Program under Section 202 of the Appalachian Regional Development Act.

Black Lung Clinic Program: Monies received directly from DHHS in the form of a grant under Section 427(a) of the Federal Mine Health and Safety Act.

WIC: Monies received from the applicable State agency for the Administration and operation of Supplemental Food Program for Women, Infants and Children Program activities. Do not include monies received for food.

Other Federal Grants: Any Federal grants or monies received under legislation other than those defined above.

PAYMENT FOR SERVICES:

Medicare (Title XVIII): Monies received on a fee-for-service, per visit, or prepaid basis for services provided under Title XVIII of the Social Security Act either directly from the Bureau of Health Insurance or through a fiscal intermediary.

Medicaid (Title XIX): Monies received on a fee-for-service, per visit, or prepaid basis from the State Agency which administers Title XIX of the Social Security Act or from its fiscal intermediary.

Title XX: Monies received for social services and family planning for children and families eligible under Title XX of the Social Security Act.

Other Third Parties: Monies received on a fee-for-service, per visit,

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and/or prepaid basis from private insurance firms or groups which have contractual arrangements with the grantee on behalf of their membership. This includes all monies received directly from Blue Cross and Blue Shield and other private insurance; group contracts with unions and employers; CHAMPUS; and employment/social group affiliated contracts.

Patient Collections: Monies received directly from patients and/or their families on a fee-for-service, per visit or prepaid basis.

OTHER SOURCES:

State: Monies received from State governments, other than Title V, Title X or WIC funds. This includes any state portions of revenue sharing.

Local: Monies received from local (regional, county or city) governments, including that government's portion of revenue sharing monies.

Other: Monies received from sources other than those listed previously, including:

1. proceeds from borrowing, regardless of the lender (local, state, Federal or private agencies);
2. gifts, cash donations or grants from private foundations, groups or individuals; and
3. proceeds from sale of capital assets.

EXPENDITURES:

Capital Expenditures: Monies expended for the purchase of all fixed assets (based on the grantee's capitalization policy, but must include all items purchased during the period which have a historical unit cost of \$300 or more and a useful life of more than one year).

Non-Capital Expenditures: All monies expended for purposes other than the purchase of capital (fixed) assets, including:

1. salaries, contracts, and all operating expenses paid during the period;
2. all interest, taxes, insurance and principal associated with the retirement of debt paid during the period; and
3. amounts expended for supplies, insurance and non-capital assets, including consumable supplies which were purchased and paid for

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during the period but which may still be in inventory at the end of the period and insurance premiums paid during the period for a policy which may cover a period extending beyond the end of the reporting period.

INSTRUCTIONS

GENERAL

1. This table applies to all receipts and expenditures associated with the services and activities incorporated in the grantee's approved application for BCHS funding. Including those associated with the delegate agency operations. Free-standing NHSC sites will report only those portions of receipts and expenditures associated with the services and activities approved in the NHSC Memorandum of Agreement.
2. Amounts should be rounded to the nearest dollar.
3. Negative symbols (parentheses, brackets, minus signs) should not be used.
4. This is a cash basis table, not an accrual basis table. All monies received during the period and all monies expended during the period must be reported, regardless of the period in which:
 - a. the revenues were earned or billed;
 - b. the grant(s) was(were) awarded; or
 - c. the necessity for the expenditure was incurred.

SPECIFIC

1. The grantee's BCRR Reporting Number should be entered at the top of the table, the Reporting Period box completed, and an "X" placed in the appropriate Initial Submission/Revision box.
2. Record all receipts (i.e., monies drawn down), either direct or indirect, of Federal grant monies by classification on LINES 1 through 8. Do not include monies received for Food on LINE 8, WIC Program.
3. Specify any other Federal grant(s) in the space provided and record the total amount received or drawn down from the grant(s) on LINE 9.
4. Total LINES 1 through 9 and enter the sum on LINE 10.
5. Record all collections made during the period for patient services as

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classified by source on LINES 11 through 15.

6. Total LINES 11 through 15 and enter the sum on LINE 16.

7. Record all state and local grant monies on LINES 17 and 18, respectively. Do not include Federal grants which were awarded to state and local agencies on LINES 17 and 18. These should be included as indirect receipts of Federal grants through delegate relationships and reported on the appropriate line for Federal grants (LINES 1 through 9).

8. Specify all other sources and record the amounts received during the reporting period from those sources on LINE 19. Use a footnote if insufficient space is available to record the names of the sources and include the total amount on LINE 19. Include loan proceeds in this total.

9. Total LINES 17 through 19 and enter the sum on LINE 20.

10. List the dollar amount expended for the purchase of capital assets on LINE 21. (See definition of capital expenditures.) This total includes the full purchase price (capitalization amount), including amounts paid directly by a lending institution to the vendor. The difference between the purchase price and the amount financed (borrowed) should equal the amount of any downpayment made directly by the borrower to the vendor. The sum of the payments to the vendor are included in the amount on this line.

11. LINE 12 includes all expenditures made during the reporting period which cannot be classified as capital expenditures. Include payments made to the Federal Government for the cost of NHSC assignees and all operating expenditures which were made during the period. Payments to lenders toward the retirement of the principal, as well as interest, taxes, insurance and escrow amounts which are included in the monthly (or other) payments are included on this line.

12. Total LINES 21 and 22 and enter the sum on LINE 23.

FREQUENCY: Semi-annually unless otherwise instructed by the Regional Office. Data are reported on a calendar year-to-year basis from January 1 through the ending month of the reporting period (June 30 or December 31).

SECTION VII

CALCULATION OF BCHS INDICATORS FOR FUNDING

1 See the publication, Funding Criteria for BCHS, for a more complete discussion of the indicators, their application and the policy on exceptions.

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The following indicators calculated from the BCRR are part of the BCHS Funding Criteria and are tracked as part of the Productivity Effectiveness Initiative applicable to ambulatory health care centers supported by BCHS. Performance on these indicators, in addition to other grantee activities and plans described in the grant application, is evaluated by BCHS for funding purposes. These program indicators are also useful to grantees as management tools.

A. Administrative Indicators

1. Provider Productivity

- a. Onsite Encounters per Staff Personnel Equivalent Physician per Year (excludes psychiatrists):

Standard: Between 4200 and 6000 encounters (see also 1.b)

Formula:

TABLE 3: LINES 1+3, COL. (c)

TABLE 3: LINES 1+3, COLS. (a)+(b)

NOTE: For the reporting period January through June, multiply the formula by 2 in order to annualize the data.

- b. When physician and midlevel practitioner services are coordinated into a team approach, the following combined indicator will be used instead of that in 1.a. above.

Onsite Encounters per Staff Personnel Equivalent Team Member:

Standard: Between 4200 and 6000 encounters.²

Formula:

TABLE 3: LINES 1+3+4, COL. (c)

TABLE 3: [LINES 1+3, COLS. (a)+(b)]+0.5 [LINE 4, COLS. (a)+(b)]

¹These indicators include only onsite encounters. They do not include offsite encounters which grantee physicians and midlevel practitioners would be expected to provide: e.g., hospital, nursing home, and school encounters. All offsite encounters are to be reported on the BCRR, and they will be considered by the Regional Office when the performance and productivity of grantees are evaluated.

²Since a Midlevel practitioner is calculated as half of a physician in this formula, the standard is the same as that for a physician in 1.a.

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NOTE: For the reporting period January through June, multiply the formula by 2 in order to annualize the data.

2. Percent of Ambulatory Costs Attributable to Administration

Standard: No more than 16%.¹

Formula:

TABLE 6: LINE 11, COL. (f)

TABLE 6: LINE 13, COL. (g) - LINE 6, COL. (f) X 100

3. Average cost per Medical Encounter (excluding laboratory, x-ray and pharmacy)

Standard: Between \$16 and \$24.

Formula:

TABLE 6: LINE 1, COL. (g)

TABLE 3: LINES 1+2+3+4+5, COLS. (c)+(d)

4. Charges as a Percent of Reimbursable Costs

Standard: At least 90%.

Formula:

TABLE 7: LINE 6, COL. (b) X 100

TABLE 6: LINES 1+2+3+4+5+6, COL. (g)

5. Collections as a Percent of Billings (after adjustments)

Standard: At least 80%.

Formula:

TABLE 7: LINE 6, COL. (c) X 100

TABLE 7: LINE 6, COL. (b) - LINE 7 - LINE 8

B. Clinical Indicators

Clinical logs and sampled records which have documentation of all required

¹For grantees with total annual operating costs amounting to \$125,000 or less, as shown on TABLE 6, the standard is no more than 26%.

services provided at the appropriate time are the source documents
 formulating achievement of the clinical indicators. BCHS requires that
 all grantees comply with the clinical indicators listed below by the end
 of the grantee's second year of operational status.

The chart below summarizes the applicability of each reported clinical service
 to BCHS and BHPDS programs.

Clinical Service	CH*	FP	HC**	MH
Immunization				
24-27 months old	1	3	1	1
6 years old	1	3	1	1
Family Planning Counseling for Adolescents	1	1	1	1
Pap Smear Follow-Up	1.2	1.2	1.2	1.2
Hypertension Follow-up	1	1	1	1
Anemia Screening				
24-27 months old	1	3	1	1

- 1 - Applicable.
- 2 - Applicable, may be provided through formal written referral
arrangements approved by the Regional Office.
- 3 - Not applicable.

*Includes BCHS supported grantees which are Federally qualified HMOs.
 **Free-standing NHSC sites that provide medical services.

1. Immunizations

Standard: At least 90% of the sampled records in the appropriate age
 categories (24-27 months, 6 years) have documentation of
 complete immunization.

Formula (using data from TABLE 5):

LINE 1, COL. (b) X 100
 LINE 1, COL. (a)
 LINE 2, COL. (b) X 100
 LINE 2, COL. (a)

Compliance for grantees providing only family planning services is
 based on the following Hypertension Screening criterion. At least 90%
 of the records sampled of patients, age 10 and older, have documentation
 of a blood pressure measurement at the most recent medical encounter or
 within one year of the most recent medical encounter.

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2. Family Planning Counseling for Adolescents

Standard: At least 90% of the sampled records of adolescent family
 planning users have documentation of a counseling session
 prior to, or at the time, any family planning method is
 adopted.

Formula (using data from TABLE 5):

LINE 3, COL. (b) X 100
 LINE 3, COL. (a)

3. Pap Smear Follow-Up

Standard: 100% of the records of women who had Class III, IV or V
 pap smears have documentation of follow-up treatment by a
 gynecologist within six weeks of the date the pap smear
 result was received.

Formula (using data from TABLE 5):

LINE 4, COL. (b) X 100
 LINE 4, COL. (a)

4. Hypertension Follow-Up

Standard: At least 80% of the sampled records of patients, age 10
 and older, who have been diagnosed as hypertensive, have
 documentation of adherence to the grantee's treatment plan
 for hypertension, or the treatment plan developed for the
 individual patient.

Formula (using data from TABLE 5):

LINE 5, COL. (b) X 100
 LINE 5, COL. (a)

5. Anemia Screening - 24-27 months old

Standard: At least 90% of the sampled records have documentation of

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a hematocrit or hemoglobin measurement since the time of registration.

Formula (using data from TABLE 5):

LINE 6, COL. (b) X 100

LINE 6, COL. (a)

SECTION VIII

SAMPLING PROCEDURES

THE GENERAL APPROACH TO RANDOM SAMPLING

Random sampling is a way to select a sample so that the results reflect, within a known error range, the results that would be obtained by tabulating all of the data. If sampling is to be used in completing the user tables of the BCRR, a random sampling method must be employed.

The general approach to random sampling is as follows.

- 1) Define exactly what to obtain (for example, the number of female medical users between 5 and 9 years old).
- 2) Identify the data source (for example, patient records, encounter forms, daily logs, etc.)
- 3) Determine the size of the sample (for example, how many patient records will be reviewed).
- 4) Determine the sampling plan (for example, how the pulling of records will occur and which records will be pulled).
- 5) Collect and analyze the data (for example, determine what portion of the sample turned out to be female medical users between 5 and 9 years of age).
- 6) Complete the data cell(s) or entire table (that is, use the results of the sample to estimate what the results would have been if all patient records had been reviewed).

The next section describes an acceptable methodology for completing TABLES 1, 2-A, and 2-B by random sampling. The methodology requires that a minimum of 200 records be examined in order to yield a sample that provides an acceptably accurate representation of the data being studied. The basic procedure requires that records be pulled in a random fashion until 200 records containing relevant data (for example, a user during the calendar year) are selected.

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HOW TO SAMPLE TO COMPLETE TABLE 1

If patient records are filed alphabetically (numerically):

1. Using a random number table, select a set of 200 two digit numbers that have values between "01" and "26." Note that the same number may be included several times in the list.
2. List the numbers selected in Step 1 above and match them to letters in the alphabet. (Not necessary for a numerical records system.)
3. Use the top letter (number) on the list as a guide to which letter section (or number) of the record file from which you pull a sample record.
NOTE: If you are repeating this step, use the first letter (number) not crossed off.
4. Select the first record in the alphabetical section. If this section (letter) has appeared before on the list generated in Step 2, then select the first record following the last record pulled from that section.
5. Examine the record to see if there was a medical, dental, and/or family planning encounter during the calendar year.
6. If the record does not indicate an encounter during the year, replace it and pull the next record in the file. Keep a count of the total number of records that had to be pulled in order to get 200 records with relevant encounters.
7. When a record has been pulled which does indicate an encounter (or encounters) during the calendar year, mark the outside with an "I" and set aside.³
8. Cross off the letter on the list generated in Step 2 which was used to pull the record. The next letter on the list should then be considered the "top" letter on the list.

If records are filed numerically, select a set of 200 numbers that have values within the range of numbers used by the grantee to identify patient records.

With a numerical system, if the record to be pulled is not on file, then pull the next record in the file.

It is suggested that some "flag" or "outguide" be placed in the file at the point where this record was taken. This will allow staff to readily determine where to begin the next search in that section (letter) of the file, if the same letter appears again on the pull list generated in Step 3.

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9. Repeat Steps 3 through 8 until 200 records with activity during the calendar year have been pulled and set aside.
10. Examine the 200 records and fill out sample copies of TABLES 1, 2-A and/or 2-B noting the appropriate cell(s). One record can be used for completing several tables if applicable.
11. If the total number of active patient records on file at the grantee is known with reasonable accuracy, then proceed with the rest of Step 11; if not, proceed to Step 12.
- a. Divide the total number of active patient records by
The total number of records that were pulled (this number will be 200 plus those records pulled which had no activity in the calendar year).
- b. Multiply each entry obtained in Step 10 by
The value obtained in Step 11.a.
- c. Place the values obtained in Step 11.b. in the final versions of each table to be submitted to BCHS. Do not perform Steps 12-17.
12. Refile the records pulled in Step 7 after all user data have been extracted and recorded.
13. For three different shelves of patient records determine the number of records per foot of shelving space.
- a. If records are filed more loosely on one shelf than another, push the loosely filed records together so they are the same as the others.
- b. If individual family member records are filed in a family folder, count the number of individual family member records.
14. Calculate the average number of records per foot from the three samples taken in Step 13.
15. Measure the total number of feet of patient records shelving which is occupied by active patient records. Again, make sure that records which are more loosely filed are pushed together when the shelving is measured.
16. Estimate the total number of active patient records by performing the following computation:

Average number of _____

Total number of feet of _____

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- patient records/foot X active patient record shelving
17. Complete each table by performing the following computations:
- a. Divide the total number of active patient records by
The total number of records that were pulled (this number will be 200 plus those records pulled which had no activity in the calendar year).
- b. Multiply each entry obtained in Step 10 by
The value obtained in Step 17.a.
- c. Place the values obtained in Step 17.b. in the final versions of each table to be submitted to BCHS.

SECTION IX

BIBLIOGRAPHY OF RESOURCE MATERIALS

BCHS Publications:

- BCHS Guidance for Improving Immunization Levels, 1977
Bureau of Community Health Services Accounting Manual, April, 1980
Clinical Data Collection and Retrieval System for a Small Primary Care Setting, April, 1979
Data Analysis Guide, January, 1982
Family Planning in Primary Care Centers, March, 1980
Funding Criteria for Bureau of Community Health Services Programs, January, 1980
Guidance for the Child Health Initiative, EPSDI, January, 1980
Guidance for High Blood Pressure Control in Primary Care Settings, Second Edition, 1979-80
Guidance for Immunization, January, 1982
Guidelines and Procedures for Cost Finding, Charge Determination and Developing a Sliding Fee Scale in Ambulatory Health Care Centers, 1982

Illustrated Accounting Practice Set for Federally Funded Health Centers, June, 1980

Materials for Internal Quality Assessment, Internal Assessment of Preventive Pediatric Services, Internal Assessment of Prenatal Services, 1978

NHSC Professional Policies Handbook, July, 1980

An Overview of Financial Management in BCHS Funded Projects, March, 1981

Primary Care Effectiveness - An Approach to Clinical Quality Assurance in BCHS Programs and Projects, January, 1982

Problem - Oriented Medical Record System and Medical Record Management Guidance, 1978

INDEX OF TERMS USED

TERM

Accounts Receivable.....

Adjustments.....

Administration Costs.....

Administration Personnel.....

Adolescent Family Planning Counseling.....

Ancillary Services Personnel.....

Anemia Screening.....

Appalachian Health Program.....

Bad Debt Write Off.....

Black Lung Clinic Program.....

BCHS.....

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Clinical Nurse Specialist.....

Collections.....

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Community Service Costs.....

Community Service Personnel.....

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Family Planning Encounter.....

Family Planning Encounter with a Medical Provider.....

Family Planning Encounter with an Other Health Provider.....

Family Planning Program.....

Family Planning User.....

Female Adolescent Users of Family Planning Services.....

Fringe Benefits Costs.....

Full Charges.....

Full Premiums.....

Functional Cost Centers.....

Funding Indicators.....

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Health Care Functional Cost Centers.....

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Hospital Inpatient Encounters.....

Housekeeping and Maintenance Costs.....

Housekeeping and Maintenance Personnel.....

Hypertension Follow-Up.....

Immunization.....

Income Poverty Guidelines.....

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Medex.....
Medical.....
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Medical Encounter.....
Medical Services Personnel.....
Medical Services Provider.....
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Medicare.....
Midlevel Practitioners.....
Midlevel Practitioners Encounter.....
Migrant Health Program.....
Migratory Agricultural Workers and Family Members.....
National Health Service Corps.....
Non-Capital Expenditures.....
Nonproviders.....
Nonstaff.....
Nonstaff Encounter.....
Nurse Encounter.....
Nurse Practitioner.....
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Women Above 150% of Poverty Level.....
Women Below 150% of Poverty Level.....
Women's Health Care Specialist.....
X-Ray Costs.....
X-Ray Personnel.....

(Source: Added at 14 Ill. Reg. 20783, effective January 1, 1991)

DEPARTMENT OF REHABILITATION SERVICES

NOTICE OF ADOPTED RULES

- 1) Heading of the Part: Case Management Services to Persons with AIDS
- 2) Code Citation: 89 Ill. Adm. Code 716
- 3)

<u>Section Numbers:</u>	<u>Adopted Action:</u>
716.100	New Section
716.200	New Section
716.300	New Section
716.400	New Section
716.500	New Section
716.600	New Section
- 4) Statutory Authority: Implementing and authorized by Section 3(g) of "AN ACT in relation to rehabilitation of persons with one or more disabilities" (Ill. Rev. Stat. 1989, ch. 23, par. 3434(g)).
- 5) Effective Date of Rules: December 11, 1990
- 6) Does this rulemaking contain an automatic repeal date?
Yes ☐ No ☒
- 7) Does this rule contain incorporations by reference? No
- 8) Date Filed in Agency's Principal Office: December 7, 1990
- 9) Notice of Proposal Published in Illinois Register:
June 22, 1990 , 14 Ill. Reg. 9994
(issue date)
- 10) Has JCAR Issued a Statement of Objections to this (these) Rule(s)? No If answer is "yes," please complete the following:
A) Statement of Objection: (issue date) , Ill. Reg. _____
B) Agency Response: (issue date) , Ill. Reg. _____
C) Date Agency Response Submitted for Approval to JCAR:

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DEPARTMENT OF REHABILITATION SERVICES

NOTICE OF ADOPTED RULES

- 11) Difference(s) between proposal and final version: Ill. Rev. Stat. in the authority note was updated to 1989.
In Section 716.100 (a) last sentence "Section" was changed to "subsections" (c) and (d).
In Section 716.200 (c) the Ill. Rev. Stat. was updated to 1989 in last sentence and also a period was deleted after "et".
In (d) (1) of this Section quotation marks were deleted around the name of the Act. Ill. Rev. Stat. was updated to 1989.
In (d) (3) Illinois is deleted in line four. Also, "(Ill. Rev...)" in lines 5 and 6 was deleted as it has already been cited in .200 (c).
In Section 716.300 (a) the phrase "these rules" was changed to "this part".
In Section 716.600 (c) "of 1987" was added immediately following "Nursing Act" in second sentence. Ill. Rev. Stat. was updated to 1989. "3401" was changed to "3501".
At the end of 716.100 (b) "The rules that DORS uses to govern placement of clients into case management teams are located in Subchapter d: Home Services Program 89 Ill. Adm. Code 675. et seq." was added.
In Section 716.100 (d) in the last sentence "To determine client eligibility the CMT will utilize the DORS' Determination of Need Assessment in 89 Ill. Adm. Code 685." was added.
In Section 716.100 (d) (4) "If the plan is not approved by the client's physician, the plan cannot be implemented and the client cannot be served by the AIDS Waiver." was added.
In Section 716.200 (a) "or officers and directors" was deleted and replaced with "partners, or general partners".
In Section 716.200 (c) "(e.g. Board of Directors)" was added after "governing authority".
The entire Section 716.200 (c) (3) was deleted.

DEPARTMENT OF REHABILITATION SERVICES

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- e) Section 716.100 (c) after "CMT".
f) Section 716.100 (d) after "CMT".
g) Section 716.100 (d) (1) after "CMT".
h) Section 716.100 (d) (2) after "CMT".
i) Section 716.100 (d) (3) after "plan".
j) Section 716.100 (d)(4) after "plan".
k) Section 716.200 (a) after the word "Provider".
l) Section 716.200 (d) (1) after "Providers".
m) Section 716.200 (d) (2) after "Providers".
n) Section 716.200 (d) (3) after "Provider".
o) Section 716.300 (a) after "Unit".
p) Section 716.400 (b) after "subcontracts".
q) Section 716.500 after "agencies".
r) Section 716.600 (c) (1) after "RN".
s) Section 716.600 (c) (2) after "social worker".
t) Section 716.600 (e) after "CMT".
u) Section 716.600 (f) after "CMT's".
v) Section 716.600 (f) (1).
w) Section 716.600 (f) (2).

12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreement letter issued by JCAR?
Yes

13) Will this rule replace an Emergency Rule(s) currently in effect? No

14) Are there any amendments pending on this Part: No

Section Numbers Proposed Action Illinois Register Citation

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In Section 716.200 (d) (2) "with all state and federal laws regarding confidentiality, including" was deleted. In Section 716.200 (d) (3) the cite, "(42 U.S.C. ee-6)" was added after the AIDS Confidentiality Act.

In Section 700.300 (a) (1) after the parenthetical (716.100) "the review will be conducted pursuant to the rules contained in DORS Home Services Program, 89 Ill. Adm. Code 685, et seq." was added.

"any organization nationally recognized for the accreditation of schools of social work" was added in Section 716.600 (c) (2).

In both 716.600 (c) (3) and 716.600 (d) the word "preferably" was deleted and at the beginning of the sentence included "It is preferred but not required."

In 716.600 (e) "For the CMT who serves less than 30 clients, the full time requirements may be met proportionately (e.g., 15 clients would require a 1/2 time CMT)." was added.

In Section 716.100 (c) (4), "(i.e., referring and assisting the client in obtaining other agencies' services)." was added.

"or if unincorporated" was changed to "or if an unincorporated association (i.e. partnerships, limited partnerships etc.)" in Section 716.200 (a).

In Section 716.300 (b) (4) the words "unincorporated association" were added after the word "organization".

In Section 716.100 (c) (6), the word "interagency" was hyphenated as follows "inter-agency".

"will, "must", "cannot", "agrees" were changed to "shall" in the following Sections:

- a) Section 716.100 (a) after "(DORS)".
b) Section 716.100 (a) after "case management".
c) Section 716.100 (b) after the first "Provider".
d) Section 716.100 (b) after the second "Provider".

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15) Summary and Purpose of Rule(s): Part 716 promulgates Home Services Program's policies regarding services provided to persons with AIDS.

16) Information and answers to questions regarding this adopted rule shall be directed to:

Ms. Janice Lobb
Regulations and Training Division
Department of Rehabilitation Services
P.O. Box 19429
Springfield, Illinois 62794-9429

Telephone number: (217) 785-3896
T.D.D.: (217) 782-5734

The full text of Adopted Rule(s) begins on the next page:

DEPARTMENT OF REHABILITATION SERVICES

NOTICE OF ADOPTED RULES

TITLE 89: SOCIAL SERVICES
CHAPTER IV: DEPARTMENT OF REHABILITATION SERVICES
SUBCHAPTER d: HOME SERVICES PROGRAM

PART 716
CASE MANAGEMENT SERVICES TO PERSONS WITH AIDS

Section
716.100
716.200
716.300
716.400
716.500
716.600

Program Overview
Compliance Requirements
Monitoring and Liability of Program
Subcontracts
Agency Eligibility
Staffing Requirements, Qualifications, and Training

AUTHORITY: Implementing and authorized by Section 3(g) of "AN ACT in relation to rehabilitation of persons with one or more disabilities" (Ill. Rev. Stat. 1989, ch. 23, par. 3434(g)).

SOURCE: Adopted at 14 Ill. Reg. 21001 effective December 11, 1990.

Section 716.100 Program Overview

a) The Department of Rehabilitation Services (DORS) shall enter into agreements with agencies to provide case management services to persons with AIDS (PWA's), which includes persons with human immunodeficiency virus (HIV) infection, who are eligible for services provided by the AIDS Medicaid Waiver. For geographical areas in Illinois in which case management agencies are not located, case management shall be provided by DORS Home Services counselors, utilizing licensed home health nurses as needed to comply with the services offered and the requirements contained in subsections 716.100(c) and (d).

b) The case management agency (hereafter referred to as "provider"), shall receive client referrals from hospitals, the Illinois Department of Public Health's AIDS Hotline, other state and local agencies, and other referral services (e.g., doctors and individuals) via the DORS' AIDS Unit. The provider shall assign a Case Management Team (CMT) to each client. The rules that DORS uses to govern placement of clients into case management teams are located in Subchapter d: Home Services Program (89 Ill. Adm. Code 675 et seq.)

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- 3) The cost of services in the care plan shall not exceed the Illinois Department of Public Aid cost of hospitalization for the PWA (89 Ill. Adm. Code 685.600).
- 4) The service plan shall be approved by the client's physician. If the plan is not approved by the client's physician, it cannot be implemented and the client cannot be served by the AIDS waiver.
- 5) The CMT shall have full responsibility for the determination of eligibility including assessment, development of plans of care, and arrangement and implementation of services to be provided.

Section 716.200 Compliance Requirements

In order to participate in the DORS' program to provide services to PWAs, the Provider agrees to meet the following minimum requirements which shall be reviewed by DORS annually for compliance:

- a) Organization and Administration. The Provider shall make available, upon request, its articles of incorporation, or if an unincorporated association (i.e. partnerships, limited partnership etc.), shall provide a statement of purpose and functions; and the names and addresses of its owners, partners, or general partners.
- b) Audits. DORS reserves the right to audit all records and accounts pertinent to this agreement at anytime within five years after final completion date of the agreement.
- c) Policies and Procedures. The Provider shall have written policies approved by its governing authority (e.g., Board of Directors) and available for review by consumers and purchasers of the service. Such policies shall cover at least:
- 1) Service provided - Policy shall designate the type and scope of service provided. When more than one type of service is offered, there shall be a clear distinction between each type provided.

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- c) The CMT shall provide the following services:
- 1) initial assessment of eligibility and information gathering (89 Ill. Adm. Code 685);
- 2) development of a care plan and implementation (89 Ill. Adm. Code 700);
- 3) reassessment of level of care at least every three months (89 Ill. Adm. Code 698);
- 4) networking/coordinating/brokering services (i.e., referring and assisting the client in obtaining other agencies' services);
- 5) counseling and advocacy;
- 6) inter-agency liaison (e.g., with DORS, vendors, hospitals);
- 7) a minimum of one weekly client contact by phone;
- 8) a minimum of one home visit per month;
- 9) maintenance and updates of client records; and
- 10) monitoring the cost effectiveness of the service plan (89 Ill. Adm. Code 700.200).
- d) The CMT shall determine client eligibility for the AIDS Waiver, which allows DORS to claim 50% reimbursement from Medicaid for community care for eligible individuals, by a home visit or an assessment while the applicant is hospitalized (89 Ill. Adm. Code 685.500). To determine client eligibility the CMT will utilize the DORS Determination of Need Assessment (89 Ill. Adm. Code 685).
- 1) The CMT shall assess the applicant's limitations in activities of daily living (ADL) (e.g., cooking, bathing, shopping) and what resources are available to assist the applicant in performing the ADLs (89 Ill. Adm. Code 685.500).
- 2) If the assessment demonstrates the need for intermediate care facility (ICF), skilled nursing facility (SNF), or hospital care, because of the disability of AIDS/HIV, the CMT shall develop a service plan which will allow the client to live at home (89 Ill. Adm. Code 685.500).

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- 2) Personnel Policies - Policies shall cover salary schedules, hours of work, sick leave, provision for handling employee grievances, requirements for attendance at work conferences and training sessions. There shall be written job descriptions identifying required qualifications and duties for each title. Policies shall also include the Centers for Disease Control (CDC) recommendations for health care workers for provision of services to PWAs and the Illinois Statutes regarding AIDS, including the AIDS Confidentiality Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 7301, et seq.)

d) State and Federal Statutes

- 1) All Providers shall be subject to compliance with the Illinois "Conflict of Interest Law" a provision of The Illinois Purchasing Act (Ill. Rev. Stat. 1989, ch. 127, par. 132.11-1 through 132.11-5).
- 2) All Providers shall agree to comply with the 100.259 Civil Rights Restoration Act of 1987 (P.L. 100259), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), the Illinois Human Rights Act (Ill. Rev. Stat. 1987, ch. 68, pars. 1-101 et seq., the Constitution of the United States, the 1970 Constitution of the State of Illinois and any laws, regulation or orders, state or federal, which prohibit discrimination on the grounds of race, color, sex, religion, national origin, ancestry, age, marital status, inability to speak or comprehend the English language, physical or mental handicaps, or unfavorable discharge from military service.
- 3) The Provider shall comply with the Federal Drug Abuse Confidentiality Act (42 U.S.C. 240 ee-3) and the AIDS Confidentiality Act (42 U.S.C. ee-6).

Section 716.300 Monitoring and Liability of Program

- a) The DORS' AIDS Unit shall monitor the Provider to assure compliance with this Part by:

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- 1) reviewing and approving the assessment (Section 716.100) (the review will be conducted pursuant to the rules contained in DORS Home Services Program, 89 Ill. Adm. Code 685 et seq.), the plan and payments for services; and
- 2) reviewing a random sample of AIDS cases on a semi-annual basis.
- 3) reviewing the Providers personnel records to ensure compliance with Section 716.600.

b) Liability

- 1) DORS shall assume no liability for actions of the Provider under the Agreement.
- 2) The Provider shall agree to hold DORS harmless against any and all liability, loss, damage, cost or expenses arising from wrongful or negligent acts of the Provider.
- 3) The Provider shall certify that it has and will maintain liability insurance coverage. Policies, certificates of insurance or current letters documenting all insurance coverage shall be available from the Provider.
- 4) The Provider shall remain liable for the performance of any person, organization, unincorporated association or corporation with which it contracts.

Section 716.400 Subcontracts

- a) Prior, written approval of DORS is necessary for any and all subcontracts.
- b) All subcontracts shall be written, subject to all the provisions of the original Agreement between DORS and the Provider.
- c) The Provider shall remain liable as in Section 716.300.

Section 716.500 Agency Eligibility

All agencies, including not-for-profit agencies, serving Illinois residents with health and/or supportive services (such as an AIDS Task Force, county and municipal health departments, and community based agencies) shall be eligible to apply.

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Section 716.600

Staffing Requirements, Qualifications, and Training

a) There shall be a designated individual in the provider's agency who has the responsibility for the administration of the case management program.

b) A CMT shall consist of:

- 1) A full-time registered nurse (RN) and a full-time social worker, or
- 2) A half-time registered nurse and one full-time and one half-time social worker.

c) The qualifications shall be as follows:

- 1) The RN shall be licensed pursuant to the Illinois Nursing Act of 1987 (Ill. Rev. Stat. 1989, ch.111, pars. 3501 et seq.), and
- 2) The social worker shall hold a minimum of a bachelor's degree in social work, social sciences or counseling. A Bachelor's of Social Work or a Master's of Social Work from a school accredited by any organization nationally recognized for the accreditation of schools of social work is preferred.
- 3) It is preferred but not required that the RN and the social worker shall have a broad knowledge of community resources and networking, case management, and home care.
- d) It is preferred but not required that the RN and the social worker shall have had experience in working with:
 - 1) addictive/dysfunctional family systems;
 - 2) racial and/or ethnic minorities;
 - 3) homosexuals/bisexuals;
 - 4) PWA's; and,
 - 5) substance abusers (i.e., drug users).

DEPARTMENT OF REHABILITATION SERVICES

NOTICE OF ADOPTED RULES

e) Each CMT shall have not more than thirty (30) clients. For CMTs who serve less than 30 clients, the full time requirements may be met proportionately (e.g., 15 clients would require a 1/2 time CMT).

f) Annually, each member of all CMT's shall undergo a minimum of twelve (12) hours of in-service training which:

- 1) shall be furnished by the provider; and
- 2) shall be relevant to the provision of services to PWAs (e.g., infectious disease control procedures, sensitivity training, and updates on information relating to treatment procedures).

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- 1) The Heading of the part: Classification and Pay
- 2) Code Citation: 80 Ill. Adm. Code 610
- 3) Section Numbers:

610.110	<u>Adopted Action:</u>
610.120	New Section
610.130	New Section
610.140	New Section
610.150	New Section
610.210	New Section
610.220	New Section
610.230	New Section
- 4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.
- 5) Effective Date of adopted rule making: December 11, 1990
- 6) Does the rule making contain an automatic repeal date? NO
- 7) Does this adopted rule contain incorporations by reference? NO
- 8) Date filed in Agencies' principal office: December 1, 1989
- 9) Notices of proposal published in Illinois Register: December 15, 1989, 13 Ill. Reg. 19383
- 10) Has JCAR issued statement of objection to this rule? NO
- 11) Differences between proposal and final edition: See attached letter of agreement
- 12) Have all changes agreed upon by agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes
- 13) Will this amendment replace emergency amendment currently in effect? NO
- 14) Are there any amendments pending on this part? NO
- 15) The summary and purpose of the amendment: This rulemaking establishes the

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NOTICE OF ADOPTED RULES

guidelines for the operation of a merit-based employment program.

- 16) Information and questions regarding this adopted amendment shall be directed to:

William Logan
Director of Personnel
Illinois State Treasurer
(217) 782-6540

The full text of the Adopted Rule begins on the next page:

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NOTICE OF ADOPTED RULES

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
 SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
 POSITION CLASSIFICATIONS
 CHAPTER IV: TREASURER

PART 610
 CLASSIFICATION AND PAY

SUBPART A: POSITION CLASSIFICATION

Section

610.110 Classification Plan

610.120 Allocation

610.130 Reconsideration

610.140 Assignments to Other Classes

610.150 Revised Class Requirements

SUBPART B: PAY PLAN

Section

610.210 Establishment of Plan

610.220 Provisions of the Pay Plan

610.230 Approval of Pay Plan

AUTHORITY: Implementing and authorized by the State Treasurer Employment Code (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.).

SOURCE: Adopted at 14 Ill. Reg. 21013, effective December 11, 1990.

SUBPART A: POSITION CLASSIFICATION

Section 610.110 Classification Plan

The Director of the Division of Personnel (Director of the Department) shall maintain, and revise when necessary, a uniform position classification plan for positions under the State Treasurer Employment Code (Code) (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq) based on the similarity of duties and responsibilities assigned so that the same schedule of pay may be equitably applied to all positions in the same class, under the same or substantially the same employment conditions. However, the pay of an employee whose position is reduced in rank or grade by reallocation because of loss of duties or responsibilities after his/her appointment to the position shall not be required to be lowered for a period of one year after the position reallocation.

Section 610.120 Allocation

It is the responsibility of each department head to report to the Director any

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significant changes in the duties of every position within the Department. At the request of a department head, or at the discretion of the Director, a survey, audit, or other similar investigation as may be deemed necessary by the Director shall be made to determine the allocation of the employee's position. After making the survey, audit, or other investigation, the Department of Personnel shall notify the department head in which the position is located of its decision as to the proper allocation of the position in question. It shall be the responsibility of the department head in which the position is located to notify the incumbent of the position of the decision of the Department of Personnel.

Section 610.130 Reconsideration

a) Within 30 days after receiving notice of the decision, the incumbent in the position may make a written request of the Director for a reconsideration of the decision. Thereafter, the Director shall reinvestigate the duties and responsibilities of the position and related positions, if necessary, and shall give the affected employee a reasonable opportunity to be heard.

b) After this investigation, the Director shall render a written decision which shall be served on the employee in person or by certified mail, return receipt requested, at the last address shown in the personnel file. The effective date of the Director's reconsideration decision shall be the date the request for reconsideration was received by the Director.

c) An employee wishing to appeal the Director's reconsidered decision shall serve upon the Personnel Review Board a written notice of appeal of the reconsidered decision within fifteen (15) calendar days after receipt of notice of the reconsidered decision. A copy of the notice of appeal shall also be served upon the Director.

Section 610.140 Assignments to Other Classes

An employee whose position has been allocated to a class having a higher, lower, or same maximum permissible salary or rate may remain in the position provided, however, that the Director shall determine, in the case having a higher maximum salary or rate, whether, considering the nature of such change in duties, such employee is qualified for the position.

Section 610.150 Revised Class Requirements

When requirements for a class are revised and the duties and responsibilities of positions comprising the class remain essentially unchanged, incumbents in these positions who qualify under the previous requirements for the class will be considered qualified.

SUBPART B: PAY PLAN

Section 610.210 Establishment of Plan

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The Director shall prepare and maintain a Pay Plan for all employees subject to the Code.

Section 610.220 Provisions of the Pay Plan

The Pay Plan shall provide for uniform and equitable starting rates of pay, the time and manner in which subsequent changes of salary may be made, the rate each employee is to be paid, and rates that are fair and reasonable compensation for the type of employment and services rendered. The Pay Plan may also include other provisions not inconsistent with law to assist in the administration of good personnel practices for the Office of the Treasurer.

Section 610.230 Approval of Pay Plan

The Pay Plan and amendments thereto shall be prepared by the Director after consultation with department heads. The Pay Plan, or amendments thereto, shall become effective only after approval by the Treasurer.

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1) The Heading of the Part: Conditions of Employment

2) Code Citation: 80 Ill. Adm. Code 630

3) Section Numbers: Adopted Action:

630.110	New Section
630.120	New Section
630.130	New Section
630.140	New Section
630.150	New Section
630.210	New Section
630.220	New Section
630.230	New Section
630.240	New Section
630.250	New Section
630.260	New Section
630.270	New Section
630.280	New Section
630.290	New Section
630.300	New Section
630.310	New Section
630.320	New Section
630.330	New Section
630.340	New Section
630.350	New Section
630.360	New Section
630.370	New Section
630.380	New Section
630.410	New Section
630.420	New Section
630.430	New Section
630.440	New Section
630.450	New Section
630.460	New Section
630.470	New Section
630.480	New Section
630.490	New Section
630.510	New Section

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630.610
630.620
630.630
630.640
630.650
630.660

New Section
New Section
New Section
New Section
New Section
New Section

4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.

5) Effective Date of adopted rule making: December 11, 1990

6) Does the rule making contain an automatic repeal date? NO

7) Does this adopted rule contain incorporations by reference? NO

8) Date filed in Agencies' principal office: December 1, 1989

9) Notices of proposal published in Illinois Register: December 15, 1989, 13 Ill. Reg. 19387

10) Has JCAR issued statement of objection to this rule? NO

11) Differences between proposal and final edition: See attached letter of agreement

12) Have all changes agreed upon by agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes

13) Will this amendment replace emergency amendment currently in effect? NO

14) Are there any amendments pending on this part? NO

15) The summary and purpose of the amendment: This rulemaking establishes the guidelines for the operation of a merit-based employment program.

TREASURER

NOTICE OF ADOPTED RULES

- 16) Information and questions regarding this adopted amendment shall be directed to:

William Logan
Director of Personnel
Illinois State Treasurer
(217) 782-6540

The full text of the Adopted Rule begins on the next page:

TREASURER

NOTICE OF ADOPTED RULES

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS
CHAPTER IV: TREASURER

PART 630
CONDITIONS OF EMPLOYMENT

SUBPART A: GRIEVANCE PROCEDURE

Section
630.110
630.120
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630.150

Grievance - Definition
Limitation
Abandonment - Extension
Grievance Committee
Representation

SUBPART B: LEAVES OF ABSENCE

Section
630.210
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Sick Leave
Accumulation of Sick Leave
Leave for Personal Business
Leave of Absence Without Pay
Leaves of Absence - Special
Leave to Take Exempt Position
Military, Job Corps, and Peace Corps Leave
Leave for Annual Military Reserve Training or Special Duty
Election to Public Office
Employee Rights After Leave
Failure to Return from Leave
Attendance in Court
Holiday Observance
Holiday During Vacation
Eligibility for Holiday Pay
Holidays - Regional or Special

SUBPART C: VACATION

Section
630.410

Eligibility

SUBPART D: WORK SCHEDULES

Section
630.510

Work Schedules

SUBPART E: OVERTIME

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Section
630.610
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630.640
630.650
630.660

Overtime
Compensatory Time
Compensatory Time Schedule
Overtime Compensation in Cash
Overtime - Accumulation
Overtime Payable Upon Death

AUTHORITY: Implementing and authorized by the State Treasurer Employment Code (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.).

SOURCE: Adopted at 14 Ill. Reg. 21018, effective December 11, 1990.

SUBPART A: GRIEVANCE PROCEDURE

Section 630.110 Grievance - Definition

Any employee of the Office of the Treasurer may grieve the impact upon his/her employment condition or status of the application of the State Treasurer Employment Code (Code) (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.), the rules or any policy.

Section 630.120 Limitation

- a) The rules of the Department of Personnel (Department) in the Office of the Treasurer (80 Ill. Adm. Code 610, 620, 630, and 640) and the related official policy are not grievable matters. Probationary terminations, charges seeking discharge, demotion, or suspension totaling more than thirty (30) days in any twelve (12) month period of certified employees, appeals of allocation of duties, or transfers from one area to another are not subject to the grievance procedures.
- b) An employee shall be allowed reasonable time during working hours for the presentation of a grievance, provided the employee has obtained permission from his/her immediate supervisor and the employee's absence will not interfere with agency operations.

Section 630.130 Abandonment - Extension

- a) Failure of either party to comply with the form or time requirements of the grievance procedures shall resolve the matter in favor of the other. The parties may mutually extend the time limits in writing at any level of the procedure except in the case of a hearing arising from demotion or discharge of a certified employee.
- b) An employee's failure to submit a grievance, or to submit it or appeal it to the next level of this procedure within the specified time limits, shall mean that the employee has withdrawn the grievance or accepted the last answer given in the grievance procedure.
 - 1) Step 1: A grieving employee shall present the grievance orally

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to the immediate supervisor explaining its nature and circumstances within five (5) scheduled working days after learning of the circumstances or conditions leading to it. The immediate supervisor shall answer within five (5) scheduled working days of its presentation.

- 2) Step 2: If the grievance is not satisfactorily resolved or no answer is given within five (5) scheduled working days of its presentation, the employee may, within ten (10) days of the date the Step 1 answer was due, submit the grievance to the next higher supervisor by reducing the grievance to writing on a form prescribed by the Department for such purpose and presenting it to the next higher supervisor or the person designated to act at this Step. A written answer shall be given within five (5) working days of its receipt by such person.

- 3) Step 3:

A) If the grievance is not satisfactorily resolved or no answer is given within five (5) scheduled working days after its written submission at Step 2, the employee may, within ten (10) scheduled working days after the Step 2 answer is due, appeal the grievance to the head of the department by using the same or a different form.

B) Within twenty (20) working days after the Step 3 appeal is filed, the head of the department shall render a written decision and shall serve a copy of the written decision upon the grievant. Failure of the Department head to render a written decision and to serve it upon the grieving employee within the specified time shall automatically move the grievance to Step 4.

- 4) Step 4: If the grievance is not satisfactorily resolved or no answer is given within the time limit set forth in Step 3, the employee may submit a copy of the written statement of grievance submitted in Step 3 within ten (10) days from the date the decision was due to the Director of Personnel for review and final determination.

Section 630.140 Grievance Committee

- a) The Director of Personnel shall appoint ten (10) employees of the State of Illinois to comprise a grievance committee panel to hear grievances. In addition to State employees, the Director shall appoint persons to the panel who are not employees of the State of Illinois but who have knowledge and experience in personnel administration or employee relations. Committees of three (3) persons may be selected by the Director of Personnel from the grievance committee panel to hear employee grievances. Not more than one panel member shall be selected from any one department, and no panel member shall be appointed to a committee which is convened to hear a grievance arising from the department in which the panelist is an employee.

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- b) In addition to the three (3) committee members appointed to hear a grievance, there shall be an employee of the Department present at all grievance hearings and deliberations to assist the panel in its determination. The Department employee shall act as secretary-chairperson of the committee and shall be entitled to vote on its recommendations. Unless an expedited Step 4 procedure is agreed to by the parties pursuant to procedures and policies issued by the Director, the members of the grievance committee shall reduce to writing their recommendations on the disposition of the grievance and shall submit them to the Director of Personnel. A dissenting member of the committee may make separate recommendations. All recommendations will bear the signature of the concurring committee members.
- c) Upon the receipt of recommendations from a grievance committee, the Director shall approve, disapprove, or modify the panel recommendations, shall render a decision in writing, and shall cause a copy of such decision to be served upon the parties. The Director's decision shall be final.
- d) The written statement of the employee's grievance, the recommendations of the grievance committee, and the decision of the Director of Personnel shall be made a part of the permanent record of the grieving employee in the files of the Department.

Section 630.150 Representation

In discussion or meetings with the employer in Steps 2, 3, or 4 of the grievance procedure, the employee shall be entitled to be present and may be accompanied by a representative of his/her choice.

SUBPART B: LEAVES OF ABSENCE

Section 630.210 Sick Leave

All employees, except those in emergency, intermittent, per diem, or temporary status unless such status is the result of accepting a nonpermanent work assignment in another class, shall accumulate sick leave at the rate of one (1) day for each month's service. Sick leave may be used for illness, disability, or injury of the employee, appointments with doctor, dentist, or other professional medical practitioner and also may be used for not more than thirty (30) days in one (1) calendar year in the event of serious illness, disability, injury, or death of a member of the employee's immediate family. The Department may require evidence to substantiate that such leave-days were used for the purposes set forth.

Section 630.220 Accumulation of Sick Leave

Employees shall be allowed to carry over from year to year of continuous service any unused sick leave allowed under this Section or Section 630.210 and shall retain any unused sick leave accumulated prior to the effective date of

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this Part.

Section 630.230 Leave for Personal Business

- a) All employees, except those in emergency, per diem, or temporary status, shall be permitted twenty-one (21) hours (or the equivalent three (3) working days) of leave for personal business each calendar year with pay. Such personal days shall not be used to extend holiday or annual leave except as permitted in advance by the department head through prior written approval. Employees entitled to receive personal leave who enter service during the year shall be given credit for the leave at the rate of three and one-half (3 1/2) hours (one-half (1/2) day) for each two (2) months service during the calendar year in which they were hired. Such personal leave may not be used in increments of less than one (1) hour at a time. Except for those emergency situations which preclude the making or prior arrangements, personal days off shall be scheduled sufficiently in advance to be consistent with operating needs of the employer.
- b) Personal leave shall not accumulate from calendar year to calendar year.

Section 630.240 Leave of Absence Without Pay

Unless otherwise provided in this Part, and with the prior approval of the Director, a department head may grant leaves of absence without pay to employees for period not to exceed six (6) months, and the leaves may be extended for good cause by the department head for additional six (6) month periods with the Director's approval. No emergency or temporary employee shall be granted a leave of absence.

Section 630.250 Leaves of Absence - Special

The Director may grant special leaves of absence with pay to employees for purposes of education, attendance at professional or union conventions, or similar reasons.

Section 630.270 Leave to Take Exempt Position

The Director shall approve leaves of absence for certified employees who accept appointment in a position which is exempt from the Code. Such leaves of absence may be for a period of one (1) year or less and may be extended for additional one (1) year periods. At the expiration of the leave of absence, an employee shall be restored to the same or similar position upon making application to the department with continuous service including the period of such leave.

Section 630.280 Military, Job Corps, and Peace Corps Leave

Leaves of absence shall be allowed employees who enter military service, the

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Peace Corps, or Job Corps as provided in 80 Ill. Adm. Code 620.340 and 620.360 and as may be required by law.

Section 630.290 Leave for Annual Military Reserve Training or Special Duty

- a) An employee who is a member of a reserve component of the Armed Services, the Illinois National Guard, or the Illinois Naval Militia shall be allowed leave with pay not to exceed one (1) full pay period annually without loss of any other accrued benefit.
- b) If time required on any of the types of military service covered by this Section exceeds one (1) full pay period in any one fiscal year, the employee shall be granted additional leave without pay by the employing department, provided, however, that during periods of active service to meet emergencies as proclaimed by the Governor, the employee shall be granted a leave of absence with pay. Upon receiving the sum paid for such service under the Military Code of Illinois (Ill. Rev. Stat. 1989, ch. 129, pars 220.001 et seq.), the employee shall submit the warrant, or its equivalent, to the department to be returned to the fund in the State Treasury from which the original agency payroll warrant was drawn. In the event the military pay is greater than the State compensation for the period of emergency call-up, the employee shall retain the military pay and return to the department the amount the agency paid the employee for the period.
- c) An employee shall provide the department with certification by the commanding officer of the employee's unit that all leave time was used for the purpose for which granted.

Section 630.300 Leave for Military Physical Examinations

Any employee drafted into military service shall be allowed up to three (3) days leave with pay to take a physical examination required by the draft. Upon request, the employee must provide the department with certification by a responsible authority that the period of leave was actually used for such purpose.

Section 630.310 Election to Public Office

Employees who are elected to public office shall, upon request, be granted a leave of absence without pay for so long as they remain elected public officers and they shall be returned to the same position from which they were on leave or a comparable position providing they so request within thirty (30) calendar days following termination of their elected offices.

Section 630.320 Employee Rights After Leave

When an employee returns from a leave of absence of six (6) months or less, the department shall return the employee to the same or similar position in the same class in which the employee was incumbent prior to the commencement of the leave. Except for those leaves granted under Sections 630.270 and 630.280,

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when an employee returns from a leave or leaves exceeding six (6) months and there is no vacant position available to him/her in the same class in which the employee was incumbent prior to the leave or leaves commencing, the employee may be laid off without consideration of continuous service and, if laid off, the employee's name shall be placed on the reemployment list.

Section 630.330 Failure to Return from Leave

Failure to return from leave within (5) days after the expiration date may be cause for discharge.

Section 630.340 Attendance in Court

Any permanent employee called for jury duty or subpoenaed by any legislative, judicial, or administrative tribunal shall be allowed time away from work with pay for such purposes. Upon receiving the sum paid for jury service or witness fee, the employee shall submit the warrant, or its equivalent, to the department to be returned to the fund in the State Treasury from which the original payroll warrant was drawn, provided, however, an employee may elect to fulfill the call or subpoena on accrued time off or personal leave and retain the full amount received for such service. Emergency or temporary employees shall be allowed time off without pay for such purpose and shall be allowed to retain the reimbursement received therefor.

Section 630.350 Holiday Observance

Where employees are scheduled and required to work on a holiday, equivalent time off will be granted within the following twelve (12) month period at a time convenient to the employee and consistent with the department's operating needs.

Section 630.360 Holiday During Vacation

When a holiday falls on an employee's regularly scheduled work day during the employee's vacation period, an extra day shall be added to the employee's vacation.

Section 630.370 Eligibility for Holiday Pay

To be eligible for holiday pay, the employee shall work the employee's last scheduled work day before the holiday and first scheduled work day after the holiday unless absence on either or both of these work days is for good cause and approved by the Department head.

Section 630.380 Holidays - Regional or Special

The Treasurer or the Director may grant employees full or partial days off with pay to meet the unique needs of any region or area within the State. Special time off shall not accrue to any other employee in any other region or area of

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the State.

SUBPART C: VACATION

Section 630.410 Eligibility

- a) Employees, except emergency and temporary, shall earn vacation time. No employee on leave of absence may earn vacation except when the leave was for the purpose of accepting a temporary working assignment in another class. Vacation accrual rates will be determined by the Director and shall be consistently applied to all employees.
- b) Vacation time may be taken in increments of not less than one-half (1/2) day at a time, any time after it is earned, provided the employee has at least six (6) months of continuous service since the latest date of hire. Vacation time shall not be accumulated for more than twenty-four (24) months after the end of the calendar year in which it is earned.
- c) Computation of vacation time of State employees who have interrupted continuous State service shall be determined as though all previous State service which qualified for earning of vacation benefits is continuous with present service.

SUBPART D: WORK SCHEDULES

Section 630.510 Work Schedules

Each supervisor or department head shall prepare a schedule of working hours and work days pertaining to his/her work unit. Such schedule shall set forth starting and quitting times, break times, lunch time, and the work days that apply to the employees within his/her area of supervision. Work schedules shall be submitted to the Director for his approval. Upon approval, the schedules shall be posted and complied with by all of the employees within the work unit.

SUBPART E: OVERTIME

Section 630.610 Overtime

For those positions determined by the Director to be covered by the Fair Labor Standards Act (29 U.S.C. 201 et seq.), authorized work in excess of an approved work schedule shall be overtime. Such work may be compensated in cash or compensatory time as determined by the department. Overtime work shall be distributed as equitably as possible among qualified employees competent to perform the services required when overtime is required. Employees shall be given as much advance notice as possible. Except where required by law, time spent in travel shall not be considered overtime.

Section 630.620 Compensatory Time

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An employee's overtime accumulation shall be liquidated by the utilization of compensatory time off when such utilization is practical. Where the approved work schedule is less than a forty (40) hour work week, overtime shall be compensated as a straight time rate. Work in excess of a forty (40) hour week shall be compensated at time and one-half.

Section 630.630 Compensatory Time Schedule

Compensatory time shall be scheduled as often as possible at the employee's preference excepting in those circumstances where, with reasonable certainty, such absence would be harmful to the operation of his/her work unit (e.g., another agency's payroll would be delayed because of the employee's absence).

Section 630.640 Overtime Compensation in Cash

Whenever it is not practical to liquidate an employee's overtime with compensatory time off, the employee shall be reimbursed in cash. Such payment shall be paid at the straight-time rate for work in excess of the approved work schedule but less than a forty (40) hour work week. Work in excess of a forty (40) hour work week shall be paid at time and one-half.

Section 630.650 Overtime - Accumulation

All employee overtime compensation shall be liquidated within forty-five (45) calendar days of its accumulation.

Section 630.660 Overtime Payable Upon Death

Upon the death of an employee, the person or persons specified in Section 14a of "AN ACT in relation to State finance" (Ill. Rev. Stat. 1989, ch. 127, par. 150a), as now or hereafter amended, shall be entitled to receive, from the appropriation for personal services available for payment, the sum of the employee's compensation for accrued overtime which would have been paid or allowed to such employee had the employee survived.

TREASURER

NOTICE OF ADOPTED RULES

1) The Heading of the Part: General Provisions2) Code Citation: 80 Ill. Adm. Code 6403) Section Numbers:

<u>Section Numbers:</u>	<u>Adopted Action:</u>
640.110	New Section
640.120	New Section
640.130	New Section
640.140	New Section
640.150	New Section
640.160	New Section
640.170	New Section
640.180	New Section
640.190	New Section
640.200	New Section
640.210	New Section
640.220	New Section
640.230	New Section
640.240	New Section
640.260	New Section

4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.5) Effective Date of adopted rule making: December 11, 19906) Does the rule making contain an automatic repeal date? NO7) Does this adopted rule contain incorporations by reference? NO8) Date filed in Agencies' principal office: December 1, 19899) Notices of proposal published in Illinois Register: December 15, 1989, 13 Ill. Reg. 1939510) Has JCAB issued statement of objection to this rule? NO11) Differences between proposal and final edition: See attached letter of agreement

TREASURER

NOTICE OF ADOPTED RULES

- 12) Have all changes agreed upon by agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes
- 13) Will this amendment replace emergency amendment currently in affect? NO
- 14) Are there any amendments pending on this part? NO
- 15) The summary and purpose of the amendment: This rulemaking establishes the guidelines for the operation of a merit-based employment program.
- 16) Information and questions regarding this adopted amendment shall be directed to:
- William Logan
Director of Personnel
Illinois State Treasurer
(217) 782-6540

The full text of the Adopted Rule begins on the next page:

TREASURER

NOTICE OF ADOPTED RULES

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS
CHAPTER IV: TREASURER

PART 640

GENERAL PROVISIONS

Section	
640.110	Public Records
640.120	Time and Manner of Inspection
640.130	Employee Roster Files
640.140	Confidential Records
640.150	Attendance Records
640.160	Notification of Absence
640.170	Review of Attendance Records
640.180	Undated Forms
640.190	Incomplete Forms
640.200	Evaluation Forms
640.210	Portability of Certain Benefits
640.220	Effective Date of Rules
640.230	Savings Clause
640.240	Interpretation and Application of Rules
640.260	Retroactivity

AUTHORITY: Implementing and authorized by the State Treasurer Employment Code (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.).

SOURCE: Adopted at 14 Ill. Reg. 21030, effective December 11, 1990.

Section 640.110 Public Records

Except as otherwise provided in this Part, all records of the Department of Personnel in the Office of the Treasurer (Department) including eligible lists shall be public records and shall be available for inspection on written request to the Director of the Department (Director) in accordance with the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, pars. 201 et seq.).

Section 640.120 Time and Manner of Inspection

- a) The records of the Department shall be available for inspection during regularly scheduled hours of work. Such records may be inspected only in the presence of an authorized employee of the Department.
- b) In the event the working conditions or the number of persons inspecting such records or the volume of records to be inspected interfere with the operations of the Department, the Director may schedule appointments for the inspection of such records.

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Section 640.130 Employee Roster Files

The Director shall establish and maintain personnel files for employees subject to the State Treasurer Employment Code (Code) (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.), pursuant to Section 6(c) of the Code, showing the name, sex, county of residence, date of original appointment to service, date of promotions, demotions, transfers, and other transactions, present position title, status, salary, and the operating department to which the employee is assigned.

Section 640.140 Confidential Records

The following records of the Department of Personnel shall be confidential and not available to public inspection:

- a) Personnel history of employee. The employee or authorized agent may inspect the employee's personnel history and personnel file, if authorized is in writing and signed by employee.
- b) Reports of medical, psychological, and psychiatric examinations. An employee may inspect all reports pertaining to him/her.
- c) All parts of examinations. An employee or applicant may inspect his/her own answer sheet.
- d) The identity, complete questionnaire, and other documents related to salary surveys. Results of salary surveys shall be available.
- e) No records of personnel transactions including requisitions and referrals will be made available until the transactions have been completed.

Section 640.150 Attendance Records

Each operating department shall maintain accurate, daily attendance records.

Section 640.160 Notification of Absence

An employee shall, whenever possible, provide advance notice of absence from work. Absence of an employee for five (5) consecutive days without reporting to the department may be cause for discharge.

Section 640.170 Review of Attendance Records

An employee shall have the right to review his/her attendance record on file in his/her operating department or the Department of Personnel.

Section 640.180 Undated Forms

No supervisor or other person in a position of authority shall demand or request that an employee sign, nor shall any employee be required to sign, an undated resignation or any blank form. Any such demand shall entitle the employee to immediate appeal to the Director.

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Section 640.190 Incomplete Forms

Any information placed on a form or any modification of alteration of existing information made on a form subsequent to having been signed by an employee shall be null and void as it may effect the employee, the employee's position, or condition of employment. Any employee required to sign any form prepared pursuant to this Part shall be given a copy of it at the time the employee's signature is affixed.

Section 640.200 Evaluation Forms

Employees shall be required to sign all evaluation forms to indicate they have read the evaluation and have discussed it with their supervisor.

Section 640.210 Portability of Certain Benefits

Sick leave earned but not taken by employees in the course of employment not subject to the Code shall be deemed to have been earned by them at the time they become subject to the jurisdiction to the extent the benefits are provided and would have been earned pursuant to the rules of the Office (80 Ill. Adm. Code 610, 620, 630, and 640).

Section 640.220 Effective Date of Rules

This Part and any amendments shall become effective upon filing with the Secretary of State, Administrative Code Division, pursuant to the provisions of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1989, ch. 127, pars. 1001 et seq.).

Section 640.230 Savings Clause

If any Section or subsection of any Section of this Part shall be held invalid, the remaining provisions of the Part shall have, and shall be given, full force and effect as completely as if the invalidated Section or subsection had not been included therein.

Section 640.240 Interpretation and Application of Rules

The Director of Personnel shall determine the proper interpretation and application of each Section and Part promulgated by the Department of Personnel. The decision of the Director as to the proper interpretation or application of any Section or Part shall be final and binding upon all departments and employees affected unless or until modified by the Review Board or the courts. All departments and employees shall comply with the Director's decision in the absence of a written opinion of the Attorney General or a written directive of the Review Board declaring the Director's decision to be unlawful.

Section 640.260 Retroactivity

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This Part shall not be retroactive beyond the date of its effectiveness.

1)

The Heading of the Part: Merit and Fitness

2)

Code Citation: 80 Ill. Adm. Code 620

3)

Section Number:

Adopted Action:

New Section

620.110

New Section

620.120

New Section

620.130

New Section

620.140

New Section

620.150

New Section

620.160

New Section

620.170

New Section

620.180

New Section

620.190

New Section

620.200

New Section

620.210

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620.220

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620.410

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620.420

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620.710

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620.720

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620.730

New Section

620.740

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620.750

New Section

620.760

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620.910 New Section
620.920 New Section
620.930 New Section
620.940 New Section
620.950 New Section
620.960 New Section
620.970 New Section
620.980 New Section
620.990 New Section
620.1010 New Section
620.1020 New Section
620.1030 New Section
620.1040 New Section
620.1110 New Section
620.1120 New Section
620.1210 New Section
620.1220 New Section
620.1230 New Section
620.1240 New Section
620.1250 New Section
620.1260 New Section
620.1270 New Section
620.1280 New Section
620.1290 New Section
620.1300 New Section
620.1310 New Section
620.1320 New Section
620.1330 New Section
620.1340 New Section
620.1350 New Section

4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.

5) Effective Date of adopted rule making: December 11, 1990

6) Does the rule making contain an automatic repeal date? NO

7) Does this adopted rule contain incorporations by reference? NO

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- 8) Date filed in Agencies' principal office: December 1, 1989
- 9) Notices of proposal published in Illinois Register: December 15, 1989, 13 Ill. Reg 19400
- 10) Has JCAR issued statement of objection to this rule? NO
- 11) Difference between proposal and final edition: See attached letter of agreement
- 12) Have all changes agreed upon by agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes
- 13) Will this amendment replace emergency amendment currently in effect? NO
- 14) Are there any amendments pending on this part? NO
- 15) The summary and purpose of the amendment: This rulemaking establishes the guidelines for the operation of a merit-based employment program.
- 16) Information and questions regarding this adopted amendment shall be directed to:

William Logan
Director of Personnel
Illinois State Treasurer
(217)782-6540

The full text of the Adopted Rule begins on the next page:

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TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS
CHAPTER IV: TREASURER

PART 620

MERIT AND FITNESS

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Period
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620.1340 Reinstatement from Suspension or Discharge

620.1350 Prohibition of Discrimination

AUTHORITY: Implementing and authorized by the State Treasurer Employment Code (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.).

SOURCE: Adopted at 14 Ill. Reg. 21036, effective December 11, 1990.

SUBPART A: APPLICATION AND EXAMINATION

Section 620.110 Examination

- a) The Director of the Department of Personnel (Director of the Department) in the Office of the Treasurer shall conduct examinations to test the relative fitness of applicants for positions subject to the State Treasurer Employment Code (Code) (Ill. Rev. Stat. 1989, ch. 130, pars. 101 et seq.). Examinations may include an evaluation of factors such as education, experience, training, capacity, knowledge, manual dexterity, character, and physical fitness. Tests shall be job related and may be written, oral, a physical demonstration of skill, an evaluation of physical or manual fitness, or an evaluation of education and experience. Examinations shall consist of one or more tests in any combination. Where minimum or maximum requirements are established for any examination, they shall be specified in the examination announcement.

- b) Applicants shall not be questioned with respect to non-merit matters except as is necessary to meet the requirements of law or State

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- c) In lieu of announcing or conducting examinations, the Director may accept the results of competitive examinations conducted by an established merit system.

Section 620.120 Examinations - Time and Place

Examinations shall be held at such times and places as are necessary to meet the requirements of the Office of the Treasurer, provide economical administration, and be generally convenient for applicants. The Director may cancel or postpone examinations at any time (e.g., lack of applicants at the time the examination is scheduled to be held).

Section 620.130 Veterans' Preference

Qualified persons who have passed an examination and who have been members of the armed forces of the United States in times of hostilities with a foreign country (as set out in the Code) or while citizens of the United States were members of the armed forces of allies of the United States in time of hostilities with a foreign country, shall be granted preference in entrance examinations as follows:

- Five points shall be added to the entrance grade for such non-disabled veteran eligibles.
- Ten points shall be added to the entrance examination grade for such veteran eligibles currently receiving compensation from the United States Veteran's Administration or from such allied country for war service-connected disabilities.
- If category ratings are used, the veteran eligibles in each category shall be preferred for appointment before the non-veteran eligibles in the same category.

Section 620.140 Equal Opportunity

Applicants or employees shall not be discriminated against on the basis of race, religion, sex, marital status, national origin, political affiliation, or membership in, or activity in or on behalf of, employee labor organizations, or any other non-merit factor. Applicants capable of performing the duties in the class shall not be discriminated against because of physical or mental handicap.

Section 620.150 Residency Requirement

Applicants who are not residents of the State of Illinois may be appointed only upon the waiver of residency requirements by the Director and only when there are fewer than three qualified residents of Illinois available.

Section 620.160 Employment of Family Members

No spouse, parent, child, brother or sister of a present employee of the Office

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of the Treasurer is eligible for a position of employment within the same operational unit which is subject to the Code. This Section does not affect relatives employed prior to the effective date of this Section.

Section 620.170 Linguistic Requirements

The Director may establish linguistic options when bilingual skills are required of the job.

Section 620.180 Eligible Lists

The Department shall establish and maintain lists of qualified applicants for positions covered by the Code. These applicants shall have successfully qualified through competitive examinations as provided in Section 620.110. The names of successful applicants shall be arranged in the order of their relative excellence (e.g., well qualified, qualified, or minimally qualified) whether by numerical grade or category grouping. The length of time an eligible's name may appear on the list shall be specified in the examination announcement.

Section 620.190 Responsibilities of Eligibles

It shall be the responsibility of each eligible to inform the Department in writing of any changes in address or availability for employment.

Section 620.200 Appointments - Positions Subject to the Code

Positions which are covered by the Code shall be filled in one of the following ways:

- a) By appointment of an applicant ranking among the three highest on an eligible list which is numerically rated;
- b) By appointment of an applicant from the highest ranking group of eligibles from an eligible list which is not numerically rated;
- c) By present employees, as of January 1, 1989, who have passed the probationary period and who shall be continued in their positions without further examination;
- d) By an appointment to a position through promotion of an employee who is qualified pursuant to Section 620.610;
- e) By emergency appointment for a period not in excess of ninety (90) calendar days to meet emergency situations. Emergency appointments may be made without regard to eligible lists. Such appointments may not be renewed;
- f) By temporary appointments to positions which are temporary or seasonal in nature as determined by the Director. Such appointments shall not exceed six (6) months out any twelve (12) month period;
- g) By provisional appointments to positions without competitive examination when there is no appropriate eligible list. Provisional appointments may not exceed six (6) months out any twelve (12) month period;
- h) By the transfer of employees from one position to another if the

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- h) By the transfer of employees from one position to another if the qualifications, responsibilities, duties, and salary range are similar.
- i) By reinstatement of persons who formerly held certified status under the Code, the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, pars. 63b101 et seq.), the Secretary of State Merit Employment Code (Ill. Rev. Stat. 1989, ch. 124, pars. 101 et seq.), the Comptroller Merit Employment Code (Ill. Rev. Stat. 1989, ch. 15, pars. 401 et seq.), or the State Universities Civil Service System (Ill. Rev. Stat. 1989, ch. 24 1/2, pars. 38b1 et seq.). To be eligible for reinstatement, such persons shall have resigned while in good standing or shall have been laid off from employment within their respective merit systems.
- j) By reemployment of an employee whose name appears upon a reemployment list; reemployment may be made to positions in the same or lower salary range as the salary range applicable to the position from which the person to be reemployed was laid off; reemployment appointments shall be qualified employees and shall be made after consideration of seniority and performance records;
- k) By the appointment of trainees into training programs approved by the Director; appointments may be made with or without examination of applicants; trainees do not acquire any rights under the Code by virtue of trainee appointments;
- l) By the reduction in rank or class of an employee, for cause, with the prior approval of the Director;
- m) By the transfer of active, certified employees from the jurisdictions of the Personnel Code, the Secretary of State Merit Employment Code, the Comptroller Merit Employment Code, or the State Universities Civil Service System; persons so transferred shall retain the same status under the Code as that which they held under their previous merit employment.

Section 620.210 Types of Status

The following types of appointments may be made by the Director:

- a) Exempt:
 - 1) For persons in positions not subject to the Code. If an exempt employee's position becomes subject to the Code by reason of extension of the Code, pursuant to Section 7(c) of the Code, the employee shall establish eligibility for the position by satisfactorily passing a qualifying examination prescribed by the Director within six (6) months after the extension of the Code to the position.
 - 2) In all other cases, if an exempt employee's position becomes subject to the Code, the employee shall establish eligibility for the position within six (6) months by successfully competing in the open competitive examination and receiving a probationary appointment according to applicable rules.
- b) Emergency: For persons selected to meet emergency situations. Emergency appointments shall not exceed ninety (90) days, shall not be

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renewed, and may be made without regard to an eligible list. Notices of selections and terminations shall be reported to the Director.

- c) Temporary: For persons in positions to perform temporary or seasonal work. No position shall be filled by temporary appointment for more than six (6) months out of any twelve (12) month period.
- d) Provisional: For persons in positions for which there are fewer than three available eligibles on the open competitive eligible list. No positions shall be filled by provisional appointment for more than six (6) months out of any twelve (12) month period. If a provisional employee's position is allocated to a class for which there are available eligibles, eligibility for such position shall be established within ninety (90) days through successfully competing in the open competitive examination and receiving a probationary appointment according to the applicable rules therein.
- e) Probationary: For persons appointed from an eligible list or those receiving a promotion or being reinstated. If a probationary employee's position is declared exempt from the Code, the balance of the probationary period shall be served after which certified status shall be attained.
- f) Certified: For persons having successfully completed the required probationary period. If a certified employee's position is declared exempt from the Code, certified status shall be retained in that position.
- g) Trainee: For persons in positions pursuant to established trainee and apprenticeship programs.

Section 620.220 Extension of the Code

- a) Employees in positions to which the Code is extended pursuant to Section 7(c) of the Code shall be continued in such positions and shall attain certified status therein, provided they pass a qualifying examination prescribed by the Director within six (6) months after the jurisdiction is extended and provided they satisfactorily complete their respective probationary periods.
- b) Appropriate standards for probationary appointments shall be prepared by the Director and appointments of probationary employees shall be without regard to eligible lists and without regard to the provisions of the Code and this Part requiring the appointment of the person standing among the three highest on the appropriate eligible list to fill a vacancy or from the highest category ranking group if the list is by ranking instead of numerical ratings. Nothing herein shall preclude the reclassification or reallocation as provided by this Part of any position held by any such incumbent.

SUBPART B: CONTINUOUS SERVICE

Section 620.310 Definition

- a) Continuous service is the uninterrupted period of service from the

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date of original appointment to State service except as provided in Section 620.370.

- b) Employees who have accrued continuous service in another merit system in State service or who have accrued continuous service in State service not covered by a merit system and who have been transferred to a department subject to the Code shall be given credit for said service as shall be determined by the Director or required by law.

Section 620.320 Interruptions in Continuous Service

Continuous service shall be interrupted by:

- a) Resignation; provided, however, that such continuous service will not be interrupted by resignation when an employee is employed in another position in State service within four (4) calendar days of such resignation;
- b) Discharge; provided, however, such continuous service shall not be interrupted if the employee is retained in the position after the hearing before the Personnel Review Board;
- c) Termination; because an employee has not been reemployed within two (2) years after layoff.

Section 620.330 Deductions from Continuous Service

Except as provided in Section 620.360, the following shall be deducted from, but not interrupt, continuous service:

- a) Time away from work for any leaves of absence without pay totaling more than thirty (30) days in any twelve (12) month period, except time away from work for a leave of absence to accept a temporary, provisional, emergency, or exempt assignment in another class shall not be deducted from continuous service;
- b) Time away from work because of disciplinary suspensions totaling more than (30) days in any twelve (12) month period;
- c) Time away from work because of layoff.

Section 620.340 Veterans Continuous Service

- a) Leaves of absence shall be granted to all employees, except temporary or emergency employees, who leave their positions and enter military service for four (4) years or less (exclusive of any additional service imposed pursuant to law). An employee shall be restored to the same or similar position on making an application to the Department of Personnel within ninety (90) days after separation from active duty or release from hospitalization continuing after discharge for not more than one (1) year. The employee must provide evidence of satisfactory completion of training and military service when making application and be qualified to perform the duties of the position.
- b) Subject to the provisions of Section 620.200, a veteran who returns to State service after having been granted a leave of absence from provisional status shall be permitted and required to pass the same or

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- similar examination for his/her position within ninety (90) days.
- c) Trainees who have not previously done so and whose training was interrupted by military leave shall be required to qualify in an examination in the trainee class before being granted allocation or non-competitive promotion to a higher class.

Section 620.350 Peace Corps or Job Corps Enrollees Continuous Service

Any employee who volunteers and is accepted for service in the overseas or domestic Peace Corps or Job Corps shall be given a leave or absence from his/her State employment for the duration of his/her initial period of service and restored to the same or similar position provided that the employee returns to his/her employment within ninety (90) days of the termination of his/her service or release from hospitalization from a service Peace Corps or Job Corps connected disability.

Section 620.360 Accrual and Retention of Continuous Service During Certain Leaves

During a maternity absence or an educational, military, Peace Corps, Job Corps, or service-connected disability leave, an employee shall retain and accrue continuous service provided appropriate application or return, as the case may be, is made pursuant to the requirements of Sections 620.430 and 620.440. No other employment benefit shall be granted during such leave.

Section 620.370 Limitations on Continuous Service

Temporary and emergency employees employed after January 1, 1989, shall not accumulate continuous service except as provided in the Code.

SUBPART C: PERFORMANCE REVIEW

Section 620.410 Performance Records

- a) Performance records shall constitute all material in an employee's personnel file which, in the judgment of the Director, is relevant to determining the appropriateness of proposed or recommended personnel transactions.
- b) Such records shall be considered by the Director in all cases of promotion, demotion, discharge, layoff, recall, reinstatement, geographical transfer, and certification.

Section 620.420 Performance Evaluation Forms

- a) Performance records shall include an evaluation of employee performance prepared by each department head or designee on forms prescribed by the Director.
- b) For an employee serving a six (6) month probationary period, the department head or designee shall prepare and submit to the Department

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two such evaluations - one at the end of the third (3rd) month of the employee's probationary period and another fifteen (15) days before the conclusion thereof.

- c) For an employee serving a three (3) month probationary period, the department head or designee shall prepare and submit to the Department of Personnel an evaluation form two and one-half (2 1/2) months after commencement of the probationary period.
- d) For a certified employee, each department head or designee shall prepare an evaluation not less often than each time an employee receives a satisfactory or superior performance increase under the Department's pay plan. Each employee shall receive an annual performance evaluation.

SUBPART D: PROBATIONARY STATUS

Section 620.510 Probationary Period

- a) A probationary period of six (6) months shall be served by:
- 1) an employee who enters service or commences a new period of continuous service;
 - 2) an employee who is reinstated as provided under Section 620.1120;
 - 3) an employee who is appointed from an open competitive eligible list, whether or not it is considered an advancement in rank or grade. Trainees whose positions are allocated upward may achieve probationary status pursuant to Section 620.210.
- b) A probationary period of three (3) months shall be served by an employee who is demoted or promoted except a demoted probationary employee shall not be required to serve any probationary period if the employee previously held certified status in the class to which demoted. A probationary employee transferred during the probationary period shall serve that portion of the probationary period which was not completed at the time of such transfer.
- c) A probationary period shall not be deemed to be continued by the payment of any sum for vacation or other benefits accrued during probationary period.
- d) If an employee is absent from work for more than fifteen (15) calendar days during the probationary period because of leave of absence, disciplinary suspension, sick leave, work-related injury, or industrial disease, the absence shall serve to extend the probationary period by the length of the absence.

Section 620.520 Certified Status

A probationary employee shall attain certified status only after successful completion of a probationary period. Notice of certification will be sent to the employee and department head by the Director promptly thereafter.

Section 620.530 Status Change in Probationary Period

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An employee may not be promoted, demoted, discharged or transferred during the probationary period without the approval of the Director.

SUBPART E: PROMOTIONS

Section 620.610 Definitions

A promotion is the appointment of an employee, with the approval of the department head and the Department of Personnel, to a vacant position in a class in higher salary grade than the former class.

Section 620.620 Eligibility for Promotion

The Director may approve the promotion of qualified employees who have established eligibility for the appropriate class, in accordance with merit standards set forth in Section 620.110.

Section 620.630 Limitations on Promotions

No provisional, temporary, emergency, or probationary employee shall be promoted unless the employee has previously held certified status during his current period of continuous service.

Section 620.640 Failure to Complete Probationary Period

- a) A promoted, certified employee who fails to satisfactorily complete the probationary period in the promoted position because of inability to perform the duties and responsibilities of the new position shall be returned to a position in the class, department, and locality and with the status from which promoted.
- b) A promoted employee who is demoted during a probationary period shall serve a probationary period of three (3) months unless he/she had previously held certified status in the former class in which case the return shall be to certified status.
- c) A promoted employee previously certified may be discharged for cause during the probationary period, and in such event, the employee has the same right to appeal as a certified employee.

SUBPART F: EMPLOYEE TRANSFER

Section 620.710 Transfer

A transfer is the assignment of an employee to a vacant position whose classification has the same maximum permissible salary or rate.

Section 620.720 Intra-agency Transfer

An employee may be transferred to a position in the same class to which appointed or to a position involving similar qualifications, duties,

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responsibilities, and salary range, in another department, section, or other unit within the office. No intra-agency transfer shall be made without the approval of the Director.

Section 620.730 Inter-agency Transfer

An employee may be transferred to a position in the same class, or to a position involving similar qualifications, duties, responsibilities, and salary range in another agency or jurisdiction, with the approval of both agencies, the Directors, and with the consent of the employee.

Section 620.740 Rights of Transferred Employees

A transferred employee shall retain status, continuous service, and all accrued benefits.

Section 620.750 Transfer of Duties

When the duties of a position are relocated by transfer or by abolition and reestablishment and when the duties are substantially the same, an incumbent employee may elect to relocate and retain the duties of the position.

Section 620.760 Limitation on Transfers

Temporary, emergency, and provisional employees shall not be transferred.

SUBPART G: DEMOTION

Section 620.810 Definition

- a) Demotion is the assignment of an employee to a vacant position in a class having a lower maximum permissible salary or rate than the class from which the demotion was made for reasons of inability to perform work of the class from which the demotion was made.
- b) A department head may initiate demotion of an employee by filing with the Director a written statement of reasons for demotion in the form and manner prescribed. Such written statement shall be signed by the head of the department and shall contain sufficient facts to show good cause for the demotion. No demotion shall become effective without the prior approval of the Director who shall take into consideration the employee's education, experience, and performance records.

Section 620.820 Notice to Employee

If the statement of reasons for demotion of a certified employee is approved by the Director, a copy of the approved statement of reasons for demotion shall be served on the employee by the Director in person or by certified mail, return receipt requested, at the employee's address appearing in the personnel file.

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Section 620.830 Employee Obligations

Upon receipt by the employee of the approved statement of reasons for demotion or upon the effective date thereof, whichever is later, the employee shall leave the position in which assigned prior to such statement of reasons and report for duty to the position to which demoted without prejudice to the right to appeal under Section 620.860.

Section 620.840 Salary and Other Benefits of Employee

Upon receipt by the employee of the approved statement of reasons for demotion, or on the effective date thereof, whichever is later, all salaries and benefits of such employee in the position in which assigned prior to receipt of such statement of reasons shall be adjusted to reflect the demotion.

Section 620.850 Appeal by Certified Employee

A certified employee who has been served with an approved statement of reasons for demotion may appeal to the Personnel Review Board, provided the written appeal is made without fifteen (15) days of receipt of the approved statement of reasons for demotion.

Section 620.860 Demotion of Other Employees

The Director may approve the demotion of probationary employees. Notice of such demotion shall be served on the employee by the Director in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file.

Section 620.870 Status of Demoted Employees

A demoted certified employee shall be certified in the class to which demoted and shall not be required to serve a new probationary period. Subject to Section 620.510, a demoted probationary employee shall serve a new probationary period in the class to which he is demoted.

SUBPART H: LAYOFFS AND REEMPLOYMENT

Section 620.910 Layoff Procedure

- a) A department head may request the layoff of an employee because of lack of funds, material change in duties or organization, lack of work, or the abolition of a position for any of these reasons. Based on class, department, or other designation, layoffs shall be within organizational units justified by operations and approved prior to the layoffs by the Director.
- b) A proposed layoff is subject to the approval of the Director before becoming effective and shall include the following for the organizational unit in which the layoff is proposed:

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- 1) A list of all employees showing status and total continuous service;
- 2) A listing of those employees to be laid off;
- 3) Performance records of all employees in classes affected by layoff plan;
- 4) An explanation of any layoff not in order of continuous service;
- 5) An explanation of the organizational unit selected, reflecting department, facility, geographical, operational, and other elements deemed relevant by the department head.

Section 620.920 Order of Layoff

a) The following order shall be observed in making layoffs:

- 1) No certified or probationary employee may be laid off until all temporary, emergency, provisional, and exempt employees in the same call and organizational unit are terminated;
- 2) No certified employee may be laid off until all probationary employees in the same class and organizational unit are terminated.

b) Within status groups and in accordance with the layoff plan submitted under Section 620.1010, consideration shall be given to performance records and continuous service as defined in Section 620.310.

Section 620.930 Effective Date of Layoff

Unless extraordinary operating conditions or events are specified in the proposed layoff plan, no layoff shall be effective until ten (10) working days after the Director's approval of the layoff plan.

Section 620.940 Disapproval

The Director may disapprove any layoff plan which results in a disproportionate impact on any group of employees.

Section 620.950 Reemployment Lists

- a) The department shall establish and maintain a reemployment list, by class, department, or geographical area, approved by the Director before layoff. A certified employee who has been laid off shall be placed in order of length of continuous service, as defined in Section 620.310, on a reemployment list for recall to the first available assignment to a position in the class (or related classes with substantially similar requirements and duties), department, county, or other designated geographical location or area in which the employee was assigned prior to being placed on the reemployment list. Where circumstances warrant, at the discretion of the Director, the reemployment list may be established by related classes whose duties are substantially similar to the class from which the employee was laid off.

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- b) An employee whose name has been placed on the reemployment list will also be eligible for reinstatement in accordance with Section 620.1120.

Section 620.960 Employment from Reemployment List

Whenever there is any person available on a reemployment list for recall to a vacant position for the same class, or related classes, where established pursuant to Section 620.950, department, county, or other designated geographical area, no temporary, provisional, or probationary appointment shall be made to such vacancy.

Section 620.970 Removal of Names from Reemployment List

- a) A laid off employee's name shall be removed from the reemployment list when:
- 1) The employee is recalled from layoff;
 - 2) The employee refuses an offer of permanent reemployment;
 - 3) The employee's name has remained on the reemployment list for twenty-four (24) months;
 - 4) The employee has been reinstated in accordance with Section 620.1120.
- b) Offers of temporary, exempt, or emergency appointment shall not be considered as recall or reinstatement.

Section 620.980 Laid Off Probationary Employees

- a) The name of an original entrance employee who is terminated as a result of layoff before the completion of the probationary period shall be returned to the eligible list with the same grade as when appointed.
- b) An employee serving a probationary period subsequent to promotion from a position in which the employee was certified who is to be laid off shall be given notice and may request a voluntary reduction pursuant to Sections 620.1010 or 620.1030. If no voluntary reduction is effected, the employee will be laid off and the employee's name placed in seniority order on the reemployment list, as provided in Section 620.310, for the department, work location, and title in which certified.

Section 620.990 Reconsideration Request Laid Off Certified Employee

- a) Within fifteen (15) calendar days of receipt of notice of a certified employee's layoff and without prejudice to the right to request voluntary reduction, such employee may directly petition the Director of Personnel in writing for reconsideration of the decision approving the layoff.
- b) In the event a request for reconsideration is made, the Director shall designate a hearing officer to hear, review, and investigate the

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application of this Part and the validity of the layoff and shall submit findings to the Director for final determination. Notice of the final decision of the Director shall be served on the employee in person or by certified mail, return receipt requested, to the employee's last address appearing in the personnel file.

SUBPART I: VOLUNTARY REDUCTION

Section 620.1010 Voluntary Reduction of Certified and Probationary Employees

Certified and probationary employees may voluntarily request or accept assignment to a vacant position in a class having a lower maximum permissible salary or rate. All requests for or acceptances of voluntary reductions shall be in writing, shall be signed by the employee, and shall be directed to the head of the department in which the vacant position exists. No reduction shall become effective without the written approval of the Director. A certified employee who is assigned and accepts a voluntary reduction in grade shall be certified in the lower class without serving a probationary period and a probationary employee shall serve the balance of the probationary period; provided, however, if reduction results in return to a trainee class or other class for which there is no provision for certification in the class, the individual's certification shall be terminated.

Section 620.1020 Limitations in Voluntary Reduction

Temporary, emergency, and provisional employees shall not be granted a request for voluntary reduction.

Section 620.1030 Employee Opportunity to Seek Voluntary Reduction

A certified employee or an employee serving a probationary period subsequent to promotion from a position in which certified who is subject to layoff as a result of the Director's approval of a layoff plan shall be promptly notified of the effective date of layoff and shall then be advised of the opportunity to request voluntary reduction to a current vacant position in accordance with Section 620.1010. An employee seeking voluntary reduction must submit a written request to the head of the employing department prior to the proposed effective date of layoff.

Section 620.1040 Order of Preference in Voluntary Reduction

In the event a certified employee, or an employee serving a probationary period subsequent to promotion from a position in which the employee was certified, requests voluntary reduction as a result of his/her pending layoff, the certified employee shall be preferred in seniority order over

- a) any probationary or provisional employees,
- b) any applicant on an eligible list for such vacant position, and
- c) any certified employee requesting such reduction who is not subject to layoff,

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for any current vacant position in a lower class within the same department which the employee is then incumbent as the time of the layoff.

SUBPART J: RESIGNATION AND REINSTATEMENT

Section 620.1110 Resignation

An employee who voluntarily leaves the Office of the Treasurer shall, except in emergency circumstances approved by the Director, give advance notice of intent not less than fifteen (15) calendar days before its effective date. Resignation in standing shall mean that the employee gave the required notice, or that emergency circumstances justified failure to do so, and that the employee's conduct and work performance were satisfactory at the effective date thereof.

Section 620.1120 Reinstatement

- a) On request of a department head, the Director may reinstate an employee
- 1) who was formerly certified under the Code and who resigned or was terminated in good standing or
 - 2) whose position was reallocated downward or
 - 3) who was laterally transferred or
 - 4) whose name was placed on a reemployment list.
- b) Such reinstatement may be to a position in the class to which the employee was assigned prior to resignation, termination, downward allocation, lateral transfer, or layoff, or to an equivalent or lower position in a related series. The Director may reinstate an employee who was formerly certified under the Personnel Code, the Secretary of State Merit Employment Code, the Comptroller Merit Employment Code, or the State Universities Civil Service System. A reinstated employee shall serve an additional six (6) month probationary period in the position. Requests for reinstatement shall be accompanied by the employee's performance records when available.
- c) A certified employee whose name appears on a reemployment list may be reinstated to a position other than the position to which the employee is eligible for reemployment. If reinstated to a position in the same or a higher pay grade than that for which the employee is eligible for reemployment, then upon satisfactory completion of the new probationary period, the employee's name shall be removed from the reemployment list. If reinstated to a position in a lower pay grade than that for which the employee is eligible for reemployment, it shall have no effect on the employee's reemployment rights.

SUBPART K: DISCIPLINE, DISCHARGE, AND DEMOTION

Section 620.1210 Progressive Corrective Discipline

Unless grounds clearly are present warranting immediate discharge or suspension

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pending decision on discharge, employees shall be subject to corrective discipline progressively applied utilizing counseling, warnings, or suspensions, as the facts and circumstances dictate, prior to discharge. If an employee's work or work-related conduct remains unacceptable after the application of progressive corrective discipline, such employee may be discharged in accordance with the appropriate Sections in this Subpart.

Section 620.1220 Discipline - Written Warnings

A department head or designee may warn an employee either orally or in writing as a disciplinary measure. A copy of any written warning shall be placed in the employee's personnel file and may be used in considering further discipline, demotion, withholding of salary increases, and other personnel transactions when such actions occur within twelve (12) months of the date of issuance of the written warning. The employee shall sign one copy signifying he/she has received and read it and shall retain one copy for his/her own records. The written warning shall bear the signature of the issuing official.

Section 620.1230 Suspension Totaling Not More Than Thirty Days in any Twelve Month Period

Disciplinary suspensions without pay totaling not more than thirty (30) days in any twelve (12) month period may be imposed upon an employee by a department head or designee. Unless a delay in the imposition of discipline will result in clear harm or damage to a department, the employee shall be informed in writing of the proposed suspension and the reasons therefor at least four (4) working days prior to the effective date of the proposed suspension and shall be provided with copies of pertinent documents on which the proposed suspension is based. The employee shall have two (2) working days after being informed of the proposed suspension within which to address to the department head written rebuttal to the reasons given for the suspension. A decision of a department head or designee not to suspend the employee shall be rendered in writing before the proposed suspension date. Written notice of any suspension imposed with the reasons therefor must be served upon the employee on a form described by the Director on or before the effective date of the suspension in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file. The Personnel Director must be notified of any suspensions and copies of all written notices must be filed with the Director on the same day or prior to the date the suspension became effective.

Section 620.1240 Suspension Totaling More Than Thirty Days in any Twelve Month Period

The department head or a designee may, after complying with the procedures set forth in this Section, initiate a disciplinary suspension of any employee totaling more than thirty (30) days in any twelve (12) month period and, if such employee is certified, the department head shall file written charges for such suspension with the Director in the form and manner prescribed. The written charges shall be accompanied by a copy of the employee's performance

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records. Unless a delay in the imposition of discipline will result in clear harm or damage to a department, the employee shall be informed in writing of the proposed suspension and the reasons therefor at least four (4) working days prior to the effective date of the proposed suspension and shall be provided with copies of pertinent documents on which the proposed suspension is based. The employee shall have two (2) working days after being informed of the proposed suspension within which to address to the department head or designee written rebuttal to the reasons given for the suspension. A decision of a department head or designee not to suspend the employee shall be rendered in writing before the proposed suspension date. A copy of the written decision must be forwarded to the Director on the day the decision is rendered.

Section 620.1250 Notice of Suspension to Employee

Notice of approved charges for a disciplinary suspension totaling more than thirty (30) days in any twelve (12) month period shall be served on a certified employee by the Director in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file.

Section 620.1260 Employee Obligations

Upon receipt by the employee of a disciplinary suspension or charges for discharge, the employee shall leave the place of employment and, if deemed appropriate by the department head, any housing or other accommodations furnished the employee by the Office of the Treasurer.

Section 620.1270 Hearing - Suspension Thirty Calendar Days or More

Employees who have been suspended for a period in excess of thirty (30) calendar days in a twelve (12) month period for cause may make a written request to the Review Board for a hearing within fifteen (15) calendar days of receipt of the written charges.

Section 620.1280 Suspension Pending Decision on Discharge

A department head or designee may suspend any employee for up to thirty (30) days pending the decision of the department head to file charges for discharge against such employee. The department head shall, at the time of this suspension, provide the employee with written reasons therefor in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file. Notice of the suspension must also be filed immediately with the Director. The Department head shall thereafter promptly investigate the facts and circumstances and render his/her decision. Should the department head determine that the facts and circumstances do not warrant disciplinary suspension or charges for discharge, the employee shall be made whole. Should the department head determine that a disciplinary is appropriate, Section 620.1230 or 620.1240, as the case may be, shall apply in its entirety. Should the department head determine that discharge of the employee is appropriate, Section 620.1300 shall apply in its entirety.

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Section 620.1290 Approval of Director of Personnel

No disciplinary suspension totaling more than thirty (30) days in any twelve (12) month period for a certified employee shall be effective without the approval of the Director.

Section 620.1300 Discharge of Certified Employee

The department head or his designee may initiate discharge of a certified employee by filing written charges for discharge with the Director in the form and manner prescribed by the Director. Written charges shall be signed by the Department head, shall contain a clear and concise statement of facts showing good cause for discharge, and shall be accompanied by a copy of the employee's file and performance records. No discharge of a certified employee shall be effective without the approval of the written charges for discharge by the Director.

Section 620.1310 Notice of Discharge to Employee

Notice of approved charges for discharge shall be served on the employee by the Director in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file.

Section 620.1320 Appeal by Employee

A certified employee who has been served with approved charges for suspension in excess of thirty (30) days or discharge may appeal to the Personnel Review Board, provided the appeal is made in writing within fifteen (15) days of receipt of the approved charges.

Section 620.1330 Discharge of Probationary Employee

The Director may approve the discharge or suspension of a probationary employee at the request of a department head or designee. In determining whether or not to approve the discharge of such employee, the Director shall consider the employee's employment record.

Section 620.1340 Reinstatement from Suspension or Discharge

An employee reinstated for the period for which he/she was suspended or discharged shall receive full compensation for the suspension or discharge period. Full compensation shall mean compensation the suspended or discharged employee would have earned in the position classification during the period of suspension or discharge less amounts earned by the employee from any other source and any unemployment compensation payments received during the suspension or discharge period.

Section 620.1350 Prohibition of Discrimination

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- a) Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel transaction because of religion, race, national origin, sex, age, or other non-merit factor is prohibited except where such may be a bona fide job qualification.
- b) Any applicant or employee who feels adversely affected in employment because of discrimination shall have resort to the grievance procedure (80 Ill. Adm. Code 630.Subpart A) and may be joined in the grievance procedure by Equal Employment Opportunity Officer or designee where necessary or appropriate.

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NOTICE OF PEREMPTORY AMENDMENTS

- 1) Heading of Part: Meat and Poultry Inspection Act
- 2) Code Citation: 8 Ill. Adm. Code 125
- 3) Section Numbers: Peremptory Action:

125.260 Amended
125.270 Amended
125.380 Amended

- 4) Reference to the Specific State or Federal Court Order, Federal Rule or Statute which requires this Peremptory Rulemaking: The Meat and Poultry Inspection Act (Ill. Reg. Stat. 1989), ch. 56 1/2, par. 316); the Federal Meat Inspection Act (21 U.S.C.A. 661); the Federal Poultry Inspection Act (21 U.S.C.A. 454); 55 FR 49826, 49991 and 50081 (1990).

- 5) Statutory Authority: The Meat and Poultry Inspection Act (Ill. Rev. Stat. 1989, ch. 56 1/2, par. 316).

- 6) Effective Date: May 29, 1991

- 7) A Complete Description of the Subjects and Issues Involved:

In order to maintain an "equal to" status with the federal meat and poultry inspection programs as required by the Federal Meat Inspection Act, the Federal Poultry Inspection Act, and in compliance with Section 16 of The Meat and Poultry Inspection Act, changes in the federal rules relative to meat and poultry inspection are hereby adopted.

Section 317 of the Federal Meat Inspection regulations and Section 381.121 of the Federal Poultry Inspection regulations have been amended to provide uniform net weight labeling requirements, including variations for label statements of net weight contents of containers of meat and poultry products. According to the Food Safety and Inspection Service of the United States Department of Agriculture, the rules should not create significant economic or administrative burden upon state regulatory agencies or upon the industry.

Sections 318, 317 and 381 are being amended to make minor corrections to previously adopted rules. These corrections will not have an economic impact.

- 8) Does this rulemaking contain an automatic repeal date? No

- 9) Date Filed in Agency's Principal Office: December 13, 1990

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10) This rule is in compliance with Section 5.03 of the Illinois Administrative Procedure Act.

11) Are there any proposed amendments pending to this Part? No

12) Statement of Statewide Policy Objectives: Rulemaking does not affect units of local governments.

13) Information and questions regarding this adopted amendment shall be directed to:

Name: Donna Garman
Address: Illinois Department of Agriculture
State Fairgrounds, Springfield,
Illinois 62794-9281
Telephone: 217/785-0112

The full text of the Peremptory amendment begins on the next

page:

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NOTICE OF PEREMPTORY AMENDMENTS

TITLE 8: AGRICULTURE AND ANIMALS
CHAPTER I: DEPARTMENT OF AGRICULTURE
SUBCHAPTER c: MEAT AND POULTRY INSPECTION ACT

PART 125

MEAT AND POULTRY INSPECTION ACT

SUBPART A: GENERAL PROVISIONS FOR BOTH MEAT AND/OR POULTRY INSPECTION

Section	
125.10	Definitions
125.10	Incorporation by Reference of Federal Rules
125.20	Application for license; Approval
125.30	Official Number
125.40	Inspections; Suspension or Revocation of License
125.50	Administrative Hearings; Appeals
125.60	Assignment and Authority of Program Employees
125.70	Schedule of Operations; Overtime
125.80	Official Marks of Inspection, Devices and Certificates
125.90	Records and Reports
125.100	Exemptions
125.110	Disposal of Dead Animals and Poultry
125.120	Reportable Animal and Poultry Diseases
125.130	Detention; Seizure; Condemnation
125.140	

SUBPART B: MEAT INSPECTION

Section	
125.150	Livestock and Meat Products Entering Official Establishments
125.160	Equine and Equine Products
125.170	Facilities for Inspection
125.180	Sanitation
125.190	Ante-Mortem Inspection
125.200	Post-Mortem Inspection
125.210	Disposal of Diseased or Otherwise Adulterated Carcasses and Parts
125.220	Humane Slaughter of Animals
125.230	Handling and Disposal of Condemned or Other Inedible Products at Official Establishment
125.240	Rendering or Other Disposal of Carcasses and Parts Passed for Cooking
125.250	Marking Products and Their Containers
125.260	Labeling, Marking and Containers
125.270	Entry into Official Establishment; Reinspection and Preparation of Product

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125.280 Meat Definitions and Standards of Identity or Composition
 125.290 Transportation
 125.300 Special Services Relating to Meat and Other Products
 125.305 Exotic Animal Inspection

SUBPART C: POULTRY INSPECTION

Section
 125.310 Application of Inspection
 125.320 Facilities for Inspection
 125.330 Sanitation
 125.340 Operating Procedures
 125.350 Ante-Mortem Inspection
 125.360 Post-Mortem Inspection; Disposition of Carcasses and Parts
 125.370 Handling and Disposal of Condemned or Inedible Products at Official Establishments
 125.380 Labeling and Containers
 125.390 Entry of Articles Into Official Establishments; Processing Inspection and Other Reinspections; Processing Requirements
 125.400 Definitions and Standards of Identity or Composition
 125.410 Transportation; Sale of Poultry or Poultry Products

AUTHORITY: Implementing and authorized by The Meat and Poultry Inspection Act (Ill. Rev. Stat. 1989, ch. 56 1/2, par. 301 et seq.) and The Civil Administrative Code of Illinois (Ill. Rev. Stat. 1989, ch. 127, par. 16).

SOURCE: Adopted at 9 Ill. Reg. 1782, effective January 24, 1985; peremptory amendment at 9 Ill. Reg. 2337, effective January 28, 1985; peremptory amendment at 9 Ill. Reg. 2980, effective February 20, 1985; peremptory amendment at 9 Ill. Reg. 4856, effective April 1, 1985; peremptory amendment at 9 Ill. Reg. 9240, effective June 5, 1985; peremptory amendment at 9 Ill. Reg. 10102, effective June 13, 1985; peremptory amendment at 9 Ill. Reg. 11673, effective July 17, 1985; peremptory amendment at 9 Ill. Reg. 13748, effective August 23, 1985; peremptory amendment at 9 Ill. Reg. 15575, effective October 2, 1985; peremptory amendment at 9 Ill. Reg. 19759, effective December 5, 1985; peremptory amendment at 10 Ill. Reg. 447, effective December 23, 1985; peremptory amendment at 10 Ill. Reg. 1307, effective January 7, 1986; peremptory amendment at 10 Ill. Reg. 3318, effective January 24, 1986; peremptory amendment at 10 Ill. Reg. 3880, effective February 7, 1986; peremptory amendment at 10 Ill. Reg. 11478, effective June 25, 1986; peremptory amendment at 10 Ill. Reg. 14858, effective August 22, 1986; peremptory amendment at 10

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Ill. Reg. 15305, effective September 10, 1986; peremptory amendment at 10 Ill. Reg. 16743, effective September 19, 1986; peremptory amendment at 10 Ill. Reg. 18203, effective October 15, 1986; peremptory amendment at 10 Ill. Reg. 19818, effective November 12, 1986; peremptory amendment at 11 Ill. Reg. 1806, effective January 5, 1987; peremptory amendment at 11 Ill. Reg. 2930, effective January 23, 1987; peremptory amendment at 11 Ill. Reg. 9645, effective April 29, 1987; peremptory amendment at 11 Ill. Reg. 10321, effective May 15, 1987; peremptory amendment at 11 Ill. Reg. 11184, effective June 5, 1987; peremptory amendment at 11 Ill. Reg. 14830, effective August 25, 1987; peremptory amendment at 11 Ill. Reg. 18799, effective November 3, 1987; peremptory amendment at 11 Ill. Reg. 19805, effective November 19, 1987; peremptory amendment at 12 Ill. Reg. 2156, effective January 22, 1988; peremptory amendment at 12 Ill. Reg. 3417, effective February 25, 1988; peremptory amendment at 12 Ill. Reg. 6313, effective March 21, 1988; peremptory amendment at 12 Ill. Reg. 6819, effective March 29, 1988; peremptory amendment at 12 Ill. Reg. 13621, effective August 8, 1988; peremptory amendment at 12 Ill. Reg. 19116, effective November 1, 1988; peremptory amendment at 12 Ill. Reg. 20894, effective December 21, 1988; peremptory amendment at 13 Ill. Reg. 228, effective January 11, 1989; peremptory amendment at 13 Ill. Reg. 2160, effective February 13, 1989; amended at 13 Ill. Reg. 3696, effective March 13, 1989; peremptory amendment at 13 Ill. Reg. 15853, effective October 5, 1989; peremptory amendment at 13 Ill. Reg. 16838, effective October 11, 1989; peremptory amendment at 13 Ill. Reg. 17495, effective January 18, 1990; amended at 14 Ill. Reg. 3424, effective February 26, 1990; peremptory amendment at 14 Ill. Reg. 4953, effective March 23, 1990; peremptory amendment at 14 Ill. Reg. 11401, effective July 6, 1990; peremptory amendment at 14 Ill. Reg. 13355, effective August 20, 1990; peremptory amendment at 14 Ill. Reg. 16064, effective September 24, 1990; peremptory amendment at 14 Ill. Reg. 21060, effective May 29, 1991.

SUBPART B: MEAT INSPECTION

Section 125.260 Labeling, Marking and Containers

a) The Department incorporates by reference 9 CFR 317.1 through 317.2(j)(10), 317.2(j)(12) through 317.4(d)(1), 317.5 through 317.6, 317.8, 317.10 through 317.14, 317.17 through 317.20(d) (1984; 49 FR 4715, effective Feb. 8, 1984; 49 FR 18998, effective June 3, 1984; 49 FR 2335, effective July 17, 1984; 50 FR 19003, effective July 12, 1985; 50 FR 21420, effective June 24, 1985; 51 FR 29456, effective September 17, 1986; 51 FR 30052,

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effective September 22, 1986; 53 FR 7493, effective April 8, 1988; 53 FR 28634, effective August 29, 1988; 53 FR 49848, effective January 11, 1989; 55 FR 7289, effective August 28, 1990; 55 FR 34678, effective September 24, 1990; 55 FR 49826 and 50081, effective May 29, 1991).

- b) The Department shall approve only those abbreviations for marks of inspection as specifically stated in Section 2.26(j)(3) and (k)(3), (4), (5) and (9) of the Act.
- c) Labeling and sketch labeling shall be approved by the Department if the label is in compliance with the provisions of this Section and the label is not misbranded in accordance with Section 2.20 of the Act. All labels and sketch labels shall be submitted to the Springfield office of the Department for approval.
- d) The Department shall approve temporary labeling as stated in 9 CFR 317.4(d)(1). Labeling which has received temporary approval shall not be used beyond the temporary approval period unless the printer or manufacturer of the label is unable to provide the official establishment with the labels before the expiration of the temporary approval.
- e) The quantity of contents as shown on the label shall be in compliance with the Weights and Measures Act (Ill. Rev. Stat. 1983, ch. 147, par. 101 et seq.) and the rules adopted thereto (8 Ill. Adm. Code 600.120).
- f) The Department does not approve terms for generic labeling and considers the approval of terms as generic to be the responsibility of the federal government.
- g) With regard to the incorporated language in 9 CFR 317.6, the extension of time for exhausting existing stocks of labels is not applicable since all labels presently in use are in compliance with the rules of this Part.
- h) The Department does not issue a list of approved packaging materials and will permit for use any packaging material which has been approved by the U.S. Department of Agriculture (see 49 FR 2235, effective July 17, 1984).
- i) Labels to be used for the relabeling of inspected and passed product shall be permitted to leave the official

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establishment when the product must be relabeled because the original labels have become mutilated or damaged. The official establishment shall reimburse the Department for any overtime costs, if applicable, involved for the inspector to supervise the relabeling of a product. The overtime charges shall be as set forth in Section 125.80.

- j) The inspector shall grant authorization to transport labels, wrappers and containers bearing official marks from one official establishment to another official establishment provided the official establishment provides to the inspector the information required in 9 CFR 317.13 so that the inspector can notify the inspector at the destination point.
- k) Labeling of custom slaughter and/or custom processed meat and/or meat products and the containers containing custom slaughtered and/or custom processed meat and/or meat products shall be as set forth in Section 5 of the Act.
- l) References in the incorporated language to 9 CFR 312 shall be interpreted to mean in accordance with Section 125.90.

(Source: Peremptory amendment at 14 Ill. Reg. 21060, effective May 29, 1991)

Section 125.270 Entry into Official Establishment; Reinspection and Preparation of Product

- a) The Department incorporates by reference 9 CFR 318.1(c) through 318.7, 318.9 through 318.10, 318.14 through 318.20, 318.22, 318.300 through 318.311 (1984; 49 FR 23606, effective June 4, 1984; 49 FR 19623, effective June 8, 1984; 49 FR 18999, effective July 3, 1984; 49 FR 32055, effective Aug. 10, 1984; 49 FR 33434, effective Aug. 23, 1984; 49 FR 14877, effective April 15, 1985; 49 FR 46530, effective January 28, 1985; 50 FR 6, effective January 2, 1985; 50 FR 3738, effective February 27, 1985; 50 FR 5226, effective August 6, 1985; 50 FR 19903, effective July 12, 1985; 50 FR 19905, effective July 12, 1985; 50 FR 27573, July 5, 1985; 50 FR 32162, effective September 9, 1985; 50 FR 48075, November 21, 1985; 50 FR 50282, effective February 10, 1986; 51 FR 1769, effective January 15, 1986; 51 FR 21731, effective July 16, 1986; 51 FR 29456, effective September 17, 1986; 51 FR

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30052, effective September 22, 1986; 51 FR 32301, effective October 14, 1986; 51 FR 35630, effective November 6, 1986; 51 FR 37902, effective November 26, 1986; 51 FR 45602, effective June 19, 1987, except for Section 318.305(h)(3) which is effective December 21, 1987, and Section 318.310 which is effective December 19, 1988; 52 FR 12517, April 17, 1987; 52 FR 17283, effective June 8, 1987; 52 FR 19302, effective June 22, 1987; 52 FR 30136, effective September 14, 1987; 52 FR 43316, effective November 12, 1987; 53 FR 7493, effective April 8, 1988; 53 FR 49844, December 12, 1988; 53 FR 49848, effective January 11, 1989; 54 FR 43041, effective January 18, 1990; 55 FR 7294, effective August 28, 1990; 55 FR 34678, effective September 24, 1990, as amended by 55 FR 49991, December 4, 1990).

b) No meat or meat product shall be brought into an official establishment unless it is inspected or has been prepared in an official establishment or in a federally licensed establishment and is identified by an official inspection legend as set forth in Section 125.90, a federal inspection legend, or is exempt from inspection as stated in Section 125.110. Meat and meat products received in an official establishment during the absence of the inspector shall be identified as set forth in Section 125.200 and, unless exempt from inspection, shall not be used or prepared until they have been reinspected. Any meat and meat product originally prepared at any official establishment may not be returned to any part of such establishment other than the receiving area until it has been reinspected by the inspector and passed. Wild game carcasses shall comply with Section 5(B)(6) of the Act. The official establishment shall maintain an inventory of non-meat items (e.g., spices, preservatives) which are received at the official establishment. Any product that is brought on the premises of an official establishment contrary to the provisions of this Section shall be removed immediately from such establishment by the operator of the establishment.

c) Reinspections of meat and/or meat products within the official establishment shall be performed through the use of a random digit table.

d) Docks and receiving rooms for meat and/or meat products or other articles used by the establishment in the preparation of meat products entering an official establishment shall be approved by the inspector if the location

of such docks or receiving rooms will not permit such product or article to pass through rooms containing inspected and passed products.

e) The manner of defrosting frozen products and methods of treating to preserve products shall be in accordance with procedures as set forth in the "Meat and Poultry Inspection Manual" as adopted in Section 125.20.

f) Casings or weasand shall be inspected and passed if it is in compliance with the specific provisions as stated in 9 CFR 318.5(i) for passage of such articles.

g) The Department does not approve new substances to be used on meat or in meat products, their uses or the levels of use of an approved substance. Such substances will be permitted to be used and artificial flavorings may be used if they do not adulterate the meat and/or meat product in accordance with Section 2.11 of the Act and are in compliance with the provisions of this Section.

h) References to exemptions from slaughter and custom slaughter shall mean those exemptions set forth in Section 125.110.

i) Reference to 9 CFR 327 are not applicable to the Department in its enforcement of the rules of this Part. References to the federal Poultry Inspection Act, Section 403 of the Act, Section 7 of the Act, 9 CFR 303, and paragraph 23(a) of the Act shall be interpreted to mean in accordance with The Meat and Poultry Inspection Act and the rules of this Part.

j) The Department does not approve thermometers for use in smokehouses, dry rooms and other compartments that are used in the treatment of pork.

k) Disinfectants shall be those as set forth in Section 125.180.

l) Adequate vacuum shall be determined through the use of vacuum gauges.

m) Canned products which may be processed without steam-pressure cooking shall be those products as stated in the "Meat and Poultry Inspection Manual" as adopted by the Department in Section 125.20.

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- n) The inspector shall permit lots of canned product to be shipped from the official establishment prior to the completion of the incubation period on the representative samples in accordance with the specific provisions in 9 CFR 318.309.
- o) The standards and procedures for determining when ingredients of finished products are in compliance with this Section shall be as set forth in the "Meat and Poultry Inspection Manual" as adopted by the Department in Section 125.20.

(Source: Peremptory amendment at 14 Ill. Reg. 21060, effective May 29, 1991)

SUBPART C: POULTRY INSPECTION

Section 125.380 Labeling and Containers

- a) The Department incorporates by reference 381.115 through 381.127, and 381.129 through 381.132(b)(1), 381.133 through 381.144(d) (1984; 49 FR 4715, effective Feb. 8, 1984; 49 FR 18999, effective July 3, 1984; 49 FR 2226, effective July 17, 1984; 50 FR 21420, effective June 24, 1985; 53 FR 28634, effective August 29, 1988; 55 FR 5976, effective March 23, 1990; 55 FR 7289, effective August 28, 1990; 55 FR 49826 and 50081, effective May 29, 1991).

- b) Each shipping container and each immediate container containing inspected and passed poultry and/or poultry products shall be identified in accordance with the labeling provisions of this Section.
- c) Immediate containers of poultry products packed in, bearing or containing any chemical additive shall bear a label naming the additive and the purpose of its use.
- d) Labels for consumer packages shall be approved if the label is not misbranded in accordance with Section 2.20 of the Act and is in compliance with this Section.
- e) The specific statements listed in 9 CFR 381.121 may be added to the label for the shipping container at the option of the licensee.

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- f) The quantity of contents as shown on the label shall be in compliance with the Weights and Measures Act and the rules adopted thereto (8 Ill. Adm. Code 600.120).
- g) No labeling or containers that have not been approved shall be used until a final decision is rendered at an administrative hearing in accordance with Section 19 of the Act and Section 125.60.
- h) The Department shall approve the manufacture of a device or label containing an official mark of inspection provided the device or label is in compliance with Section 125.90.
- i) Labeling and sketch labeling shall be approved by the Department if the label is in compliance with the provisions of this Section and the label is not misbranded in accordance with Section 2.20 of the Act. All labels and sketch labels shall be submitted to the Springfield office of the Department for approval.
- j) The Department shall approve temporary labeling as stated in 9 CFR 381.132(b)(1). Labeling which has received temporary approval shall not be used beyond the temporary approval period unless the printer or manufacturer of the label is unable to provide the official establishment with the permanent labels before the expiration of the temporary approval.
- k) A copy of each label submitted for approval shall be accompanied by a statement showing the common or usual names, the kinds and percentages of the ingredients comprising the poultry product and a statement indicating the method or preparation of the product with respect to which the label is to be used. Laboratories used for chemical analysis shall be any approved laboratory as defined in 8 Ill. Adm. Code 20.1.
- l) The Department does not approve terms for generic labeling and considers the approval of terms as generic to be the responsibility of the federal government.
- m) The Department does not issue a list of approved packaging materials and will permit for use any packaging material which has been approved by the U.S. Department of Agriculture (see 49 FR 2235, effective July 17, 1984).

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n) Labels and devices approved for use pursuant to Section 125.90 and this Section shall be disposed of only when such labels or devices have been mutilated or damaged or when the establishment ceases to do business. Such labels and devices shall be given to the inspector for disposition.

o) The inspector shall grant authorization to transport labels, wrappers and containers bearing official marks from one official establishment to another official establishment provided the official establishment provides to the inspector the information required in 9 CFR 381.138 so that the inspector can notify the inspector at the destination point.

p) Labels to be used for the relabeling of inspected and passed product shall be permitted to leave the official establishment when the product must be relabeled because the original labels have become mutilated or damaged. The official establishment shall reimburse the Department for any overtime costs, if applicable, involved for the inspector to supervise the relabeling of a product. The overtime charges shall be as set forth in Section 125.80.

q) Labeling of custom slaughtered and/or custom processed poultry and/or poultry products and the containers containing custom slaughtered and/or custom processed poultry products shall be as set forth in Section 5 of the Act.

r) The Department shall approve only those abbreviations for marks of inspection as specifically stated in Section 2.26(j)(3), (4), (5) and (9) of the Act.

(Source: Peremptory amendment at 14 Ill. Reg. 21060, effective May 29, 1991)

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NOTICE OF PUBLIC INFORMATION

1. Statute requiring agency to publish this information in the Illinois Register:

Name of Act: Illinois Department of Revenue Sunshine Act
Citation: Ill. Rev. Stat. 1989, ch. 127, par. 2001
(Public Act 82-727, effective November 12, 1981)

2. Summary of information:

Index of Department of Revenue Sales and Excise Tax letter rulings issued for the Third Quarter of 1990.

The complete list for the Third Quarter of 1990 is as follows:

The ruling letters are listed numerically with a brief synopsis and then indexed by subject area.

Sales and Excise Tax subject headings are as follows:

Agents	Hotel Operators Tax
Agricultural Producers & Products	Interest
Assessments	Interstate Commerce
Auto Renting Tax	Itinerant Vendors
Bingo	Leasing
Books and Records	Liquor Tax
Bulk Sales	Local Taxes
C.O.A.D.	Mandatory Service Charges
Certificate of Registration	Manufacturers
Cigarette Tax	Manufacturing Machinery and Equipment
Claims for Credit	Medical Appliances
Coal Fueled Devices	Miscellaneous
Coal Mining Equipment	Motor Fuel Tax
Coins & Precious Metals	Motor Vehicles
Computer Software	Nexus
Construction Contractors	Non-profit Institutions
Cooperative Associations	Occasional Sale
Delivery Charges	Oil Field Equipment
Distillation Machinery	Penalties
Drugs	Pollution Control Facilities
Enterprise Zones	Prepaid Sales Tax
Exempt Organizations	Products of Photoprocessing
Farm Machinery & Equipment	Property Tax
Federal Excise Tax	Public Utility Taxes
Financial Institutions	Real Estate Transfer Tax
Food	Repairs
Governmental Bodies	Replacement Vehicle Tax
Graphic Arts	Returns
Gross Receipts	

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NOTICE OF PUBLIC INFORMATION

(Continued)

Rolling Stock Exemption
 Sale at Retail
 Sale for Resale
 Sale of Service
 Sellers of Newspapers,
 Magazines, Etc.
 Signature
 Special Order
 Statute of Limitations
 Tax Collection
 Tax Increment Financing
 Tax Rate
 Telecommunications Excise Tax
 Temporary Storage
 Trade-Ins
 Use Tax
 Vehicle Use Tax
 Vendors

Copies of the ruling letters themselves are available for inspection and may be purchased for a minimum of \$1.00 per opinion plus 25¢ per page for each page over one.

The annual publication (all four quarters) is available for \$4.50.

3. Name and address of person to contact concerning this information:

Margaret Forth
 Legal Division
 101 West Jefferson Street
 Springfield, Illinois 62708
 Telephone: (217) 782-6996

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1990 THIRD QUARTER SUNSHINE INDEX

AUTO RENTING TAX

90-0389 07/02/90 Auto renters do incur a Use Tax liability on repair parts purchased over-the-counter which will be incorporated into automobiles being leased under lease terms of one year or less.

90-0393 07/02/90 For purposes of the Automobile Renting Occupation Tax, "Automobile" includes van configurations designed for the transportation of not less than 7 nor more than 16 passengers.

90-0484 08/01/90 The automobile renting occupation tax applies to the rental of motor vehicles of the first division and also applies to a motor vehicle of the second division which is a self-contained motor vehicle designed or permanently converted to provide living quarters for recreational, camping or travel use, with direct walk thru access to the living quarters from the driver's seat, or a motor vehicle of the second division which is of the van configuration designed for the transportation of not less than seven nor more than 16 passengers.

90-0627 09/19/90 Automobile Renting Occupation Tax applies to car leases containing lease terms of one year or less.

BULK SALES

90-0406 07/05/90 The Department has not required copies of the sales contract and financing agreements in the past, so long as the information which the statute contemplates being found in those copies is otherwise provided in the notice. However, unless all the required information is received, the Department will treat the Bulk Sales Notice requirement as not being satisfied.

90-0407 07/05/90 For sales tax purposes, the sale of farm land generally does not trigger the bulk sales provision. However, if the farm operation is an Illinois retailer, the disposition of real property will be subject to the bulk sale provision of the Retailers' Occupation Tax Act.

CERTIFICATE OF REGISTRATION

90-0583 09/07/90 The new ownership of a company may not use the old ownership's Certificate of Registration.

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90-0600

09/14/90 Each application for registration shall contain an acceptance of responsibility by the person or persons who will be responsible for filing returns and payment of the taxes due under the Retailers' Occupation Tax.

CIGARETTE TAX

90-0469

07/23/90 A licensed distributor may purchase unstamped cigarettes from another licensed distributor in Illinois and that such cigarettes may be transported in Illinois. All record keeping requirements of the Act and the Department rules must still be complied with in this situation.

90-0599

09/14/90 The Cigarette Tax is imposed on the retailer, so when the Retailers' Occupation Tax is calculated, it is based on the price of the cigarettes, including the Cigarette Tax.

CLAIMS FOR CREDIT

90-0558

08/29/90 No credit shall be allowed for any amount paid by or collected from any claimant unless it shall appear that the claimant has unconditionally repaid to the purchaser any amount collected from the purchaser and retained by the claimant with respect to the same transaction under the Use Tax Act.

90-0646

09/24/90 Where a taxpayer pays to the Department of Revenue an amount of tax not due under the provisions of the Act, either as the result of a mistake of fact or an error of law, such taxpayer may file a claim for credit with the Department.

COAL MINING EQUIPMENT

90-0532

08/20/90 Equipment used to mine fluorspar does not qualify for coal equipment exemption.

COMPUTER SOFTWARE

90-0391

07/02/90 Canned software is subject to Retailers' Occupation Tax liability. However, the modification of a canned program to meet a customer's specific needs constitutes customer programming and custom programs are not taxed.

90-0586

09/10/90 Sales of "canned" software are subject to tax under the Retailers' Occupation Tax Act.

90-0591

09/18/90 To the extent that a maintenance agreement is separately-invoiced or separately-identified on an invoice, a

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maintenance agreement will not be deemed a portion of a sale of canned software and, hence, subject to tax.

90-0610

09/18/90 Charges for training telephone assistance, installation, and consultation are excludable from gross receipts if they are separately stated from the selling price of canned software.

90-0619

09/19/90 Charges for training, telephone assistance, installation and consultation will not be subject to tax if they are separately stated from the selling price of canned software.

90-0634

09/21/90 Sales of canned computer software are subject to the Retailers' Occupation Tax.

90-0649

09/24/90 To the extent that a maintenance agreement includes updates of canned computer software and the whole package is sold for an annual fee, the charge for the entire agreement will be considered a charge for updates of canned software and subject to tax, unless the updates and the maintenance agreement are contracted for separately.

90-0683

09/28/90 One of the requirements for a nontaxable license of software is that the vendor will provide another copy at minimal or no charge if the customer loses or damages the software.

CONSTRUCTION CONTRACTORS

90-0398

07/03/90 Landscapers are treated construction contractors for sales tax purposes if they plant or otherwise install trees, shrubs or sod on their customers real estate. However, if landscapers sell such products to users without planting or installing they incur Retailers' Occupation Tax.

90-0418

07/11/90 For purposes of determining construction contract situations in connection with the Illinois sales tax laws, when carpeting or floor covering is cemented or glued to the floor, it will be considered permanently affixed.

90-0423

07/16/90 Where a construction contractor/installer is also the manufacturer of the finished item which he will incorporate into real estate, the tax base is what the construction contractor paid for the materials incorporated into the finished item.

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- 90-0451 07/18/90 When a construction contractor states that materials purchased will be incorporated into public improvements, the title to which will be transferred to a unit of local government, the supplier must obtain such a certification from the contractor and the certification must contain the exemption identification number of the local governmental body.
- 90-0510 08/03/90 Public improvements dedicated to governmental units may be constructed with exempt materials.
- 90-0528 08/16/90 If a construction contractor also sells construction materials over-the-counter and it is impractical at the time of purchase to determine in which way he or she will dispose of the items, the contractor may purchase all materials for resale and thereafter account to the Department for tax on the materials incorporated into construction jobs.
- 90-0551 08/29/90 Sales of materials to construction contractors for incorporation into real estate owned by governmental bodies are exempt from Retailers' Occupation Tax and Use Tax.
- 90-0557 08/29/90 When a construction contractor purchases tangible personal property for incorporation into realty, he must pay tax to his suppliers.
- 90-0584 09/07/90 Sales of tools, fuel, lumber for forms and other end use or consumption items to construction contractors who do not incorporate the items into real estate are taxable sales regardless of who the contractor's customer may be. See 86 Ill. Adm. Code 130.2075(d)(3).
- 90-0587 09/11/90 Building materials purchased by a construction contractor to be incorporated into easements granted to a municipal water company are exempt from the Retailers' Occupation Tax or Use Tax in accordance with Section 130.2075(d)(e) of 86 Ill. Adm. Code.
- 90-0595 09/12/90 When a construction contractor is also the manufacturer of the finished item that he will incorporate into the real estate, the tax base is what the construction contractor pays for the materials that he incorporates into that finished item.
- 90-0632 09/21/90 "On-ground pools" described in this letter are incorporated into real estate. Therefore, a person who sells and installs these on-ground pools acts as a construction contractor and as a result, pays tax on the cost price of the pools.

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- 90-0645 09/24/90 Sales of materials to construction contractors for incorporation into real estate owned exclusively by charitable, religious or educational institutions are exempt from R.O.T.
- 90-0667 09/26/90 Construction contracts improving private subdivisions must satisfy transfer requirement to obtain exemption of local government.
- 90-0670 09/27/90 Persons who sell and install fences are construction contractors. The fence installer incurs Use Tax liability on the cost price of the fencing materials which he physically affixes to real estate.
- DRUGS
- 90-0401 07/02/90 In Illinois, prescription and non-prescription medical preparations are subject to a tax rate of 1%, plus local tax. The product must be intended for human use and purport on the label to have medicinal qualities.
- 90-0403 07/02/90 Sunburn relief spray can qualify for the reduced rate of tax applicable to medicines.
- 90-0542 08/24/90 The Department does not maintain lists of products that are subject to taxation at the low rate of tax because they qualify as food, drugs or medical appliances. Section 130.310 of the Department's rules sets forth the criteria used in making such a determination.
- 90-0613 09/18/90 Non-prescription medicines, including aspirins and pain relievers, receive a tax rate of 1%. See, 86 Ill. Adm. Code 130.310.
- ENTERPRISE ZONES
- 90-0405 07/05/90 The enterprise zone building materials exemption requires that the retailer be located in a jurisdiction which created the zone into which the materials will be incorporated.
- 90-0409 07/06/90 In order for the purchase of the building materials that are converted into real estate to be exempt from the Retailers' Occupation Tax or Use Tax under the Enterprise Zone exemption, the retailer of the qualifying building materials must be located in the municipality, or in the unincorporated area of the county, which has established the Enterprise Zone into which the building materials will be incorporated.

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- 90-0437 07/17/90 The Enterprise Zone exemption for utility taxes to certain business enterprises which create 200 jobs or maintain a minimum of 1000 full-time jobs or make investments of 40 million dollars is not applicable to the Telecommunications Excise Tax.
- 90-0462 07/19/90 Effective 1/1/90, there is no longer a Municipal Retailers' Occupation Tax or County Retailers' Occupation Tax component to the Illinois sales tax. Accordingly, there is no requirement that municipalities and counties recognize purchasers as qualifying for the expanded manufacturing machinery and equipment exemption.
- 90-0582 09/07/90 When a water softener is incorporated into real estate located within an enterprise zone, the sale or purchase of such water softener is exempt under the enterprise zone exemption. However, the sale of supply type items such as salt is subject to the tax.
- 90-0521 08/10/90 Federal credit unions are exempt from Illinois Use Tax liability by reason of Federal statute. However, Illinois retailers making retail sales to Federal credit unions do incur Retailers' Occupation Tax liability on gross receipts from such sales.
- 90-0614 09/18/90 Explanation of denial of AARP Chapter.
- 90-0642 09/28/90 Fan clubs do not qualify for sales tax exemption number.
- 90-0643 09/24/90 Applications for exemption "identification" numbers must include the information required by 86 Ill. Adm. Code 130.2007.
- 90-0651 09/24/90 No sales tax liability is incurred on the purchase of recycling bins by a municipality or on the subsequent sale of these bins by the municipality to its residents for their use in conjunction with municipal trash collection programs.
- 90-0673 09/27/90 Student organizations generally do not qualify as sales tax exempt purchasers.
- FARM MACHINERY & EQUIPMENT
- 90-0381 07/02/90 Two-way radio must be attached to qualifying farm machinery at the time of the sale of the farm machinery to be tax exempt.

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- 90-0414 07/10/90 This letter applies the farm machinery exemption, the sale for resale exemption and the farm chemical exemption to a list of products sold for on-farm use.
- 90-0453 07/18/90 Confinement structures and the building materials used to construct such structures do not qualify for the Farm Machinery & Equipment Exemption.
- 90-0454 07/18/90 Portable hog houses do not qualify for the farm machinery & equipment exemption.
- 90-0490 08/01/90 Portable panels for confinement facilities can qualify for the farm machinery & equipment exemption as per 86 Ill. Adm. Code 130.305(k).
- 90-0682 09/28/90 Equipment used to raise mink to sell for their pelts, may qualify for the Farm Machinery and Equipment Exemption.
- FOOD
- 90-0386 07/02/90 Microwave popcorn and snack bars can qualify for the reduced rate of tax applicable to foods sold for consumption off the selling premises.
- 90-0410 07/06/90 The sale of pre-packaged candies, chips and popcorn incur sales tax at the low rate.
- 90-0413 07/10/90 When a food service vehicle makes sales of rolls and sandwiches, the appropriate rate is determined by whether such vendor prepares the items sold. If the sandwiches and rolls are prepared by the vendor, these items are considered for immediate consumption and subject to the higher tax rate. However, if the vendor does not prepare the food items in any manner (e.g., prepackaged chips, sandwiches, etc.), such items are subject to the reduced rate of tax. Canteen Corporation v. Department of Revenue, 123 Ill. 2d 95.
- 90-0435 07/17/90 Coffee sold in vending machine gets a high tax rate. Fruit juices with 50% or more natural fruit get low rate when sold in closed containers and no on-premises seating is provided.
- 90-0466 07/20/90 When a nursing home purchases food, the residents are not billed separately therefor, and the home is under the 35% threshold of the Service Occupation Tax Act, the low rate of tax applies and is paid by the home to the supplier of food. If a nursing home is over the 35% threshold, it must

register under the Service Occupation Tax Act, would pay no tax to suppliers by providing certificates of resale and would incur SOT liability at the high rate of tax.

90-0468 07/20/90 When a nursing home purchases food and the resident is not billed separately therefor, and the home is under the 35% threshold, the low rate of tax applies. On the other hand, if a nursing home were to be over the 35% threshold, it would have to be registered under the Service Occupation Tax Act, would pay no tax to suppliers by providing Certificates of Resale to those suppliers and would incur Service Occupation Tax liability at the high rate of tax based on its selling price of the food (if separately stated) or 50% of its service billings.

90-0475 07/25/90 When a nursing home purchases food and the resident is not billed separately and the home is under the 35% threshold, the low rate of tax applies. This results because the nursing home is considered the user of the food and is subject to the use tax at the selling premises, the grocery store or supplier. On the other hand, if a nursing home were to be over the 35% threshold, it would have to be registered under the Service Occupation Tax Act, would pay no tax to suppliers by providing Certificates of Resale to those suppliers and would incur Service Occupation Tax liability at the high rate of tax based on its selling price of the food (if separately stated) or 50% of its service billings.

90-0504 08/03/90 The tax rate applied to nursing home food purchases depends upon whether the nursing home incurs a Use Tax liability or a Service Occupation Tax liability with respect to food transferred to residents.

90-0507 08/03/90 This letter explains tax rate on foods sold from a vending machine.

90-0542 08/24/90 The Department does not maintain lists of products that are subject to taxation at the low rate of tax because they qualify as food, drugs or medical appliances. Section 130.310 of the Department's rules sets forth the criteria used in making such a determination.

90-0622 09/19/90 A bagel bakery which sells bagels for both carry-out and consumption on the premises will be required to pay the full rate of tax unless the area which contains facilities for on-premises consumption is physically partitioned from the area in which food not for immediate consumption is sold and separate means of collecting receipts are utilized for each area.

90-0628 09/19/90 When high-rate and low-rate food items are purchased with food stamps and cash, the high-rate items will be subject to payment with the food stamps.

GRAPHIC ARTS
90-0493 08/02/90 Dies do not receive graphic arts exemption.

90-0495 08/02/90 Copy machine which edits and composes does not qualify for the graphic arts machinery and equipment exemption.

90-0527 08/16/90 The Graphic Arts exemption extends only to machinery and equipment used in production. This would include equipment to collate, bind or finish the graphic arts product.

90-0566 08/31/90 Consumable supplies do not qualify for the graphic arts machinery and equipment exemption.

90-0569 07/27/90 Press blankets are exempt from tax because they are considered a part of the press itself.

90-0588 09/11/90 Machinery or equipment used to produce negatives and plates for the printing industry is considered graphic arts machinery and equipment and is not subject to Illinois sales taxes.

90-0648 09/24/90 The exemption from the ROT extend only to machinery and equipment used in graphic arts production.

GROSS RECEIPTS

90-0376 07/24/90 Minimum load charges made by a ready-mix company are not deductible from gross receipts. Waiting time charges made by a ready-mix company may be deductible if agreed to apart from the selling price of the concrete.

90-0377 07/02/90 In a catering context, charges for food preparation and food service are always costs of doing business which must be included in the sales tax calculation.

90-0417 07/11/90 This letter describes the application of the discount coupon rule (86 Ill. Adm. Code 130.2125) to the issuance of mobile phone gift certificates by a seller of mobile phones through auto dealers.

90-0420 07/13/90 The Great Lakes States Compact is not an imposition of a Sales or Use Tax on tangible personal property sold in interstate commerce. The Great Lakes States Compact is an

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agreement between the Great Lakes States to identify vendors who may be required to register for sales tax purposes with a member of the compact other than their home state

90-0452

07/18/90 A small order surcharge called the "broken carton charge" made by a retailer when a customer purchases in quantities less than container size is a cost of doing business which must be included in gross receipts.

90-0487

08/01/90 Shipping charges may not be deducted from gross receipts unless they have been agreed to separate and apart from the selling price of the item being sold. See, 86 Ill. Adm. Code 130.415.

90-0535

08/21/90 Because the Retailers' Occupation Tax is based upon the total gross receipts that are received by the retailer, money received by an automobile dealer from the manufacturer in a rebate program is subject to tax.

90-0539

08/23/90 Gross receipts from Federal Superfund Tax, and the Illinois tank underground clean-up fee are subject to the Retailers' Occupation Tax and Use Tax when gas and diesel fuel are sold for use or consumption. However, these taxes do not apply to the Federal Leaking Underground Storage Tax because this tax is imposed on the consumer or user when sold at retail.

90-0548

08/29/90 Separately-stated initialed delivery charges will be included in taxable receipts as this is insufficient evidence of a separate contract for delivery.

90-0550

08/29/90 A handling charge levied for the cost of paperwork is a charge representing a cost of doing business and must be included in gross receipts when calculating Retailers' Occupation Tax liability.

90-0562

08/29/90 When a taxpayer on the gross sales basis of reporting turns a past-due account over to an attorney for collection, that portion of the subsequent receipts retained by the attorney as his fee for the collection work is a cost of doing business & may not be considered a reduction in gross sales by the taxpayer.

90-0579

09/06/90 This letter applies the principles set out at 86 Ill. Adm. Code 130.2125 to questions concerning sales involving discount coupons.

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90-0580 09/06/90 This letter applies 86 Ill. Adm. Code 130.2125 to questions related to discount coupons.

90-0590

09/12/90 The Federal Superfund Tax and the State tank underground clean-up fee are a portion of the gross receipts subject to the Retailers' Occupation Tax & Use Tax because the taxes are imposed upon the operator of the refinery or person importing crude oil.

90-0592

09/12/90 Whether shipping and handling charges are included in taxable gross receipts depends upon whether the transportation or delivery charges are included in the selling price of the property which is sold or whether the seller and the buyer contract separately for such transportation or delivery charges.

90-0593

09/12/90 A special handling charge imposed for additional administrative cost because a customer requires special invoicing is a cost of doing business includable in taxable gross receipts.

90-0609

09/18/90 Cash discounts allowed for early payment are not subject to ROT.

90-0637

09/21/90 The Federal Excise Tax on diesel fuel is not deductible from gross receipts when calculating Illinois Retailers' Occupation Tax liability. See 86 Ill. Adm. Code 130.445.

90-0654

09/26/90 In the case of a sale of an automobile, taxable gross receipts include the amount of any manufacturer's rebate applied to the purchase price, fees such as title, loan filing, and counter service fees and charges for dealer-added options such as rust-proofing.

90-0664

09/26/90 Costs of doing business are not deductible from taxable gross receipts.

HOTEL OPERATORS TAX

90-0641

09/24/90 There is no exemption from the Hotel Operator's Occupation Tax available for governmental bodies and their employees.

90-0644

09/24/90 No exemption from the Hotel Operator's Occupation Tax is available for rooms rented to representatives of governmental bodies.

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INTERSTATE COMMERCE

90-0502 08/03/90 The interstate commerce exemption is applicable to sales in which the seller is obligated under terms of his agreement with the purchaser, to make physical delivery of the goods from a point in this State to a point outside this State, not to be returned to a point within this State, provided that such delivery is actually made.

90-0503 08/03/90 A sale is not deemed to be in interstate commerce if the purchaser or his representative receives the physical possession of such property in this State.

90-0565 08/30/90 This letter discusses the interstate commerce exemption in the context of special order printers.

90-0594 09/12/90 The Retailers' Occupation Tax does not extend to gross receipts from sales in which the seller is obligated, under the terms of his agreement with the purchaser, to make physical delivery of the goods from a point in this State to a point outside this State, not to be returned to a point within this State so long as said delivery is actually made.

90-0668 09/26/90 Orders received in Illinois and filled from Illinois inventory are not subject to tax when item is delivered out-of-State, not to be returned to the State.

90-0669 09/27/90 A purchaser of printing materials is not subject to Retailers' Occupation Tax or Use Tax if he suggests or identifies the mailing company that is required to mail the printing material outside the State as long as the printer is required to make the out-of-State delivery and so long as the printer contracts with the mailer. On the other hand, no exemption is available if the contract between the printer and its customer does not require the printer to make out-of-State deliveries but, instead, requires the printer to deliver to a mailing company which the customer has contracted to make delivery.

LEASING

90-0390 07/02/90 Lessors are deemed to be the users of items purchased for rental inventory.

90-0440 07/17/90 When computer equipment is purchased for lease, the lessor incurs Illinois Use Tax liability based on the cost price of the equipment.

90-0441

07/17/90 Owner of tangible personal property who leases property to exempt charitable organizations, is liable for Use Tax on the cost price of the property.

90-0444

07/17/90 A consumer may provide his automobile, which he owns, to a dealer as a trade-in on an automobile purchased by lessor who subsequently leases the automobile to consumers. The sales tax due on the purchase will be reduced because of the reduction in taxable purchase price due to the trade-in value of consumer's automobile.

90-0460

07/19/90 In Illinois, with the exception of renters of automobiles under lease terms of one year or less, lessors are deemed to be the users of the tangible personal property which they use for rental purposes. As a result, lessors do not incur sales tax liability based on rental receipts. Rather, lessors incur Use Tax liabilities based on the cost price of items purchased for rental purposes.

90-0497

08/02/90 A rental/purchase agreement which does not bind the lessee to any lease term by authorizing the lessee to terminate the lease at any time by returning the leased item and mailing all rental payments due through the date of return constitutes a true lease for Illinois sales tax purposes. A conditional sales contract exists where the lessee is bound for the term stated in the lease and then given the option to purchase for a nominal sum at the expiration of that term.

90-0533

08/21/90 In Illinois, lessors of tangible personal property do not incur tax liability on rental receipts. The only exception is receipts from the rental of automobiles under lease terms of one year or less.

90-0552

08/29/90 Use Tax is due from a lessor of tangible personal property under a true lease at the time the property is purchased by the lessor.

90-0553

08/29/90 Lessors are considered users of tangible personal property. As such, lessors are obligated to pay Use Tax on the purchase of such property, even when the property is rented to an exempt organization.

90-0573

07/31/90 In Illinois, lessors are considered the users of the property they let, and consequently are subject to Use Tax on the cost of the property. See 86 Ill. Adm. Code 130.220 and 130.2010.

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LIQUOR TAX

90-0470 Low alcohol content cocktails-for-two should be reported based upon their alcohol content.

LOCAL TAXES

90-0629 09/20/90 Effective September 1, 1990, imposition of Home Rule sales taxes must be based on the seller's location, not the buyer's location.

90-0636 09/21/90 Effective 9/1/90, the IL Dept. of Revenue assumed responsibility for administration of locally-imposed home rule sales taxes.

90-0650 09/24/90 Place where purchase order is accepted determines applicable tax rate and application of Home Rule Sales Taxes.

90-0672 09/27/90 Effective 9/1/90, the Illinois Department of Revenue assumed responsibility for administration and collection of locally-imposed Retailers' Occupation Taxes.

90-0676 09/27/90 Effective September 1, 1990, the Illinois Department of Revenue assumed responsibility for administration and collection of locally-imposed Retailers' Occupation Tax and Use Tax.

MANUFACTURING MACHINERY & EQUIPMENT

90-0382 07/02/90 This letter provides general information about the Manufacturing Machinery and Equipment Exemption to a manufacturer of large diameter steel pipe.

90-0384 07/02/90 Ready mix trucks and repair parts for ready mix trucks can qualify for the Manufacturing Machinery and Equipment Exemption.

90-0387 07/02/90 Processing of scrap metal for resale is considered manufacturing. Machinery and equipment used for that purpose would qualify for exemption. Alternatively, the same machinery purchased and used for the disposal of waste, scrap or residue of the manufacturing process would not qualify for exemption for lack of an exempt purpose. See, Section 130.330(d)(4)(F).

90-0388 07/02/90 Dies can qualify for the MM&E exemption as per 86 Ill. Adm. Code 130.330(c)(3).

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90-0404 07/05/90 Diamond compound used in the polishing of molds is a consumable supply and not eligible for the Manufacturing Machinery and Equipment Exemption.

90-0412 07/10/90 Wax used in the lost wax method of investment casting does not qualify for the manufacturing machinery and equipment exemption.

90-0415 07/10/90 The manufacturing machinery and equipment exemption encompasses activities which inspect, test or measure the tangible personal property to be sold.

90-0425 07/16/90 Over-the counter sales of repair parts to be incorporated into exempt manufacturing machinery are exempt from tax under the Retailers' Occupation Tax and the Use Tax. However, repair parts transferred incident to a repair service performed by a serviceman are not exempt.

90-0429 07/16/90 The manufacturing machinery and equipment exemption does not include equipment used in extractive mining activities.

90-0436 07/17/90 Wood forms used by a manufacturer to make a mold to be used in a manufacturing process do not qualify for the manufacturing machinery and equipment exemption.

90-0457 07/18/90 This letter authorizes the tax-free purchase of machinery under the manufacturing machinery & equipment where the machinery will initially be used in a research and development (taxable) activity but will then be used exclusively in a qualifying manufacturing activity. On balance, the machinery will be used primarily in the exempt activity.

90-0465 07/19/90 Oil used in an oil quench process does not qualify for the manufacturing machinery & equipment exemption.

90-0485 08/01/90 Consumable supplies do not qualify for the manufacturing machinery and equipment exemption.

90-0498 08/02/90 Freon used in manufacturing process does not qualify for exemption.

90-0515 08/08/90 Loaders and forklifts may qualify for the exemption if they are used primarily to convey, handle or transport materials within production stations on the production line or directly between such production stations or buildings within the same plant in the production line.

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08/08/90 So long as machines are used primarily in manufacturing, the fact that machines may be portable will not make them ineligible for the exemption.

08/14/90 Computers used primarily in operating exempt machinery and equipment in a computer assisted design or computer assisted manufacturing (CAD/CAM) system are exempt from the Retailers' Occupation Tax Act.

08/14/90 The Retailers' Occupation Tax Act does not apply to sales of machinery and equipment used primarily in the manufacturing or assembling of tangible personal property for wholesale or retail sale or lease.

08/23/90 This letter applies the Manufacturing Machinery and Equipment Exemption to machinery used to manufacture audio cassettes.

08/29/90 Automobile crushers used in automobile scrap yards qualify for the Manufacturers Machinery and Equipment exemption.

09/05/90 Fuel used in manufacturing process does not qualify for the Manufacturing Machinery and Equipment Exemption.

09/18/90 The Manufacturing Machinery and Equipment Exemption does not extend to machinery and equipment used for research and development of new products or production techniques, machinery, or equipment.

09/21/90 Retailers' Occupation Tax does not apply to sales of machinery and equipment used primarily in the manufacturing or assembling of tangible personal property for wholesale or retail sale or lease.

09/25/90 An optical lab can claim the Manufacturing Machinery and Equipment Exemption when purchasing machinery which manufactures corrective lenses.

09/27/90 For purposes of the Manufacturing Machinery and Equipment Exemption, machinery means major mechanical machines or major components of such machines contributing to a manufacturing or assembling process.

09/27/90 Grit, shot and silicone carbide used in the refining process, i.e. to polish and remove particles from manufactured items, can qualify for the Manufacturing Machinery & Equipment Exemption because they effect a direct change on such

products. However, supplies such as driers and degreasers and rust inhibitors also used in this process do not qualify.

MEDICAL APPLIANCES

07/02/90 Non-stick sterile pads and first-aid tape qualify for the low rate of tax.

07/02/90 This letter applies the medical appliance exemption to a list of items sold by a medical supply house to physicians.

07/17/90 This letter discusses the tax treatment of various medical products used by physicians in the treatment of patients.

07/17/90 Thermometric devices qualify as medical appliances and, therefore, incur Retailers' Occupation Tax liability at the rate of 1% if they are used to measure the temperature of the human body.

07/23/90 A sale of repair parts for a wheelchair would be subject to the low rate of tax.

08/01/90 Close caption decoders which enable deaf persons to read dialogue on TV programs can qualify as medical appliances.

08/20/90 Prescription eyewear qualifies for the low rate of tax for medical appliances.

08/24/90 The Department does not maintain lists of products that are subject to taxation at the low rate of tax because they qualify as food, drugs or medical appliances. Section 130.310 of the Department's rules sets forth the criteria used in making such a determination.

09/11/90 The cost of special adaptation of a van to accommodate a person who is a paraplegic is taxable at the low rate of tax.

09/24/90 Personal reader used by the visually-impaired is subject to the low rate of tax.

MISCELLANEOUS

07/02/90 When something that was exempt becomes taxable (as happened to canned software on 1/1/90), it is the date of

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delivery which determines if a transaction is subject to the new tax.

90-0399

07/02/90 Over the past ten years the Illinois Retailers' Occupation Tax rate has been as follows: 4% prior to January 1984; 5% from January 1984 through December 1989; 6.25% after January 1990.

90-0422

07/16/90 This letter describes the application of the Illinois sales tax laws to bed and breakfast establishments when they provide breakfasts to guests.

90-0448

07/18/90 The Department will abide by the Travenol Laboratories, Inc. v. Johnson decision and is presently in the process of developing amendments to the Department's Retailers' Occupation Tax Act rules, 86 Ill. Adm. Code 130.

90-0450

07/18/90 This letter describes the requirements for filing computer generated returns.

90-0520

08/09/90 Illinois does not have a tax rebate program, in which out-of-state visitors may claim a refund of tax paid on accommodations and other services/goods.

90-0529

08/17/90 The sale of airline tickets is not a sale of tangible personal property and is not subject to the Retailers' Occupation Tax.

90-0549

08/29/90 Electronic Keno games qualify for use by charitable games license holders.

90-0602

09/14/90 Request for information about manufacturing machinery and equipment exemption, and sales for resale.

90-0603

09/14/90 Request for information about sales for resale and exempt organizations.

90-0626

09/19/90 Request for information about the tax exemption available on the sale of machinery and equipment, and information about the use of the resale number.

90-0638

09/21/90 While Illinois law provides a Use Tax credit (Ill. Rev. Stat. 1989, ch. 120, par. 439.3d) for taxes paid to another state, there is no credit provision for taxes paid in a foreign country.

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MOTOR FUEL TAX

90-0385

07/02/90 Explains whether gross receipts received for the collection of the Federal Superfund Tax, the Federal Leaking Underground Storage Tax, the Motor Fuel Tax and the State Leaking Underground Storage Tax must be included in the gross receipts for computing the Retailers' Occupation Tax. Also explains how cash discounts and other service charges are computed for such tax.

90-0408

07/05/90 Federal Excise Tax on diesel fuel is not imposed at the retail level and, therefore, may not be deducted in calculating State tax liability.

90-0474

07/25/90 The operation of a fire truck on the public highways results in Motor Fuel Tax liability. However, a refund of the tax is available for that portion of the fuel used to operate a water pump mechanism.

90-0491

08/01/90 The use of gasoline or diesel fuel to power the heat and cooling systems on buses is not subject to the Motor Fuel Tax.

90-0608

09/18/90 Permits sellers of motor fuel from "Cardlock," i.e., Key-Trol or Card-Trol, locations to document their sales, credits or claims by statements of accounts which only provide the cost of the motor fuel and do not separate the Motor Fuel Tax.

NEXUS

90-0666

09/26/90 Registration for Use Tax collection is determined by collective view of contacts with Illinois by foreign retailer.

OCCASIONAL SALE

90-0526

08/14/90 Sale of contents of a friary, including the furniture, is a non-taxable occasional sale. This is true even though the friary had been registered as a retailer of hand made furniture in the 1970's.

POLLUTION CONTROL FACILITIES

90-0402

07/02/90 The baghouse component of an asphalt plant traps air pollutants and can qualify for the pollution control facility exemption. Recycling bins used to hold old asphalt which is about to be recycled do not qualify for the exemption.

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90-0419 07/11/90 The purchase of plastic sheeting used to line trucks transporting hazardous waste, which is disposed of in landfills along with the waste, is not exempt from the Retailers' Occupation Tax.

90-0456 07/18/90 A three wheel street sweeper used by a manufacturing company to reduce air pollution at its plant and adjacent areas can qualify as a pollution control facility.

90-0505 08/03/90 Air cleaners which prevent, eliminate, or reduce air pollution can qualify for the Pollution Control Facility Exemption.

90-0511 08/03/90 Trailers used to haul rubbish do not qualify for exemption from the Retailers' Occupation Tax Act as pollution control facilities.

90-0534 08/21/90 Sales of pollution control facilities are exempt from the Retailers' Occupation Tax. A containment structure for hazardous waste may constitute a pollution control facility.

90-0611 09/18/90 A retention tank which prevents leaking toxic chemicals from seeping into ground water can qualify as a pollution control facility.

90-0616 09/19/90 Containers used to transport medical waste do not qualify as pollution control facilities.

90-0624 09/19/90 Sales of pollution control facilities are exempt from the Retailers' Occupation Tax. This exemption does not include chemicals used in the subject equipment. See 86 Ill. Adm. Code 130.335(a).

PRODUCTS OF PHOTOPROCESSING

90-0394 07/02/90 Film processing labs incur Retailers' Occupation Tax liability when they sell the products of photoprocessing (prints and slides) to users.

90-0480 07/26/90 Effective in September 1, 1988, products of photoprocessing came within the inclusion of the Retailers' Occupation Tax Act.

90-0506 08/03/90 The products of photoprocessing are subject to Retailers' Occupation Tax liability based on the separately-stated photoprocessing component of the invoice or 50% of the entire selling price of the item.

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90-0660 09/26/90 The tax on products of photoprocessing does not include products of photoprocessing produced for use in motion pictures for commercial exhibition.

PUBLIC UTILITY TAXES:

90-0604 09/14/90 Certifies " " as being exempt from the pass-on of utilities taxes on its purchases of gas or electricity from Central Illinois Light Company.

REQUEST FOR INFORMATION

90-0674 09/27/90 To obtain a complete set of the Department's Sales and Use Tax Regulations, along with other related regulations, remit a check for \$6.50 to the Legal Services Bureau of the Department.

90-0675 09/27/90 An exemption from the Retailers' Occupation Tax is available for purchases by organizations which are exclusively charitable. (See, 86 Ill. Adm. Code 130.2005.) In order to obtain the exemption identification number which will allow your organization to make tax-free purchases, you must provide the Department with the information required by Section 130.2007 of the Department's rules.

RETURNS

90-0499 08/03/90 Unless authorized to file annually, taxpayer must file monthly.

90-0640 09/24/90 Discusses the requirements for computer-generated returns.

90-0647 09/24/90 When a taxpayer converts from the gross receipts to the gross sales method of reporting he must remit tax on all outstanding accounts receivable on the first return filed after conversion to the gross sales method of reporting.

ROLLING STOCK

90-0397 07/02/90 Tachographs, on-board recorders and hubodometers can all qualify for the Rolling Stock Exemption so long as all conditions set out at 86 Ill. Adm. Code 130.340 are satisfied.

90-0400 07/02/90 Two-way radios can qualify for rolling stock treatment if they become affixed to vehicles which qualify for the exemption.

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- 90-0464 07/19/90 To qualify for the Rolling Stock Exemption, vehicles must be used in interstate commerce for hire on a regular and frequent basis.
- 90-0494 08/02/90 Claimants of the Rolling Stock Exemption must be recognized as interstate carriers for hire by the Interstate Commerce Commission with some other regulatory agency.
- 90-0514 08/07/90 In order to qualify for the Rolling Stock exemption, vehicles must move in interstate commerce for hire regularly and frequently.
- 90-0524 08/14/90 Railroad rolling stock includes all railroad cars (passenger and freight) and locomotives (including switching locomotives) or mobile power units of every nature moving such cars, operating on railroad tracks, and includes all property purchased for the purpose of being attached to such cars or locomotives as a part thereof.
- 90-0560 08/29/90 The rolling stock exemption requires a lease of one year or longer when the claimant is a lessor of an interstate carrier for hire.
- 90-0561 08/29/90 The Retailers' Occupation Tax does not apply to sales of tangible personal property to interstate carriers for hire for use as rolling stock moving in interstate commerce.
- 90-0563 08/29/90 The Retailers' Occupation Tax does not apply to sales of tangible personal property to interstate carriers for hire for use as rolling stock moving in interstate commerce.
- 90-0564 08/30/90 Please be advised that Retailers' Occupation Tax does not apply to the sale of tangible personal property to interstate carriers for hire for use as rolling stock moving in interstate commerce. (See, 86 Ill. Adm. Code 130.340, enclosed.) The exemption covers repair parts purchased for qualifying rolling stock.
- 90-0617 09/19/90 This letter describes the Rolling Stock Exemption in general terms and describes the documentation needed to claim it.
- 90-0621 09/19/90 This letter describes the Illinois Rolling Stock Exemption to a Canadian railroad purchasing repairs in Illinois.
- 90-0623 09/19/90 This letter describes the Rolling Stock Exemption in general terms.

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- 90-0625 09/19/90 This letter describes the Rolling Stock Exemption set out at 86 Ill. Adm. Code 130.340.
- 90-0658 09/26/90 Sale of a commercial aircraft may qualify for the rolling stock exemption under the provisions of 86 Ill. Adm. Code 130.340.
- 90-0661 09/26/90 Fork lift trucks used in a carrier's yard do not qualify for the Rolling Stock Exemption.
- SALE AT RETAIL
- 90-0416 07/11/90 Taxpayer who purchased a used airplane from an airplane dealer owes Use Tax notwithstanding the contention that title was transferred to the dealer only as an accommodation to permit financing of a portion of the plane's value until it was sold.
- 90-0430 07/16/90 The sale of a dietary food supplement by a diet consultant is a sale at retail.
- 90-0431 07/16/90 Sale of special order quilts is taxed under Retailers' Occupation Tax because they serve the same function as stock or standard items.
- 90-0432 07/17/90 This letter describes the application of the Service Occupation Tax Act to the sale of yard waste bags which include a charge for hauling in the selling price.
- 90-0433 07/17/90 When something which was not taxed becomes taxed on a specified date, the sale of sale is deemed to be the date of delivery.
- 90-0442 07/17/90 The sale and installation of an automobile alarm system is a sale at retail.
- 90-0443 07/17/90 Trusts which engage in the business of selling tangible personal property to purchasers for use or consumption, are required to register under the Retailers' Occupation Tax Act.
- 90-0449 07/18/90 Sales of instruction booklets by a genealogist are subject to the Retailers' Occupation Tax.
- 90-0476 07/25/90 The seller's location is determinative for purposes of determining applicable local taxes.
- 90-0477 07/25/90 When complimentary meals are provided members of the public, retailer incurs Use Tax liability. However, if the

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complimentary meal is part of a buy one get one free promotion, the retailer incurs Retailers' Occupation Tax liability on the receipts from the sale of the meals.

90-0481 06/27/90 The sale of a free-standing control cabinet and telephone handset which is a part of a telephone system, is a sale at retail.

90-0513 08/07/90 Where a purchaser may buy tires with or without installation, and the price of installation is stated separately from the price of the tire the cost of installation is not subject to tax.

90-0519 08/09/90 Whether a seller must include amounts for freight and transportation in his gross receipts for purposes of calculating Retailers' Occupation Tax liability depends upon whether the transportation and delivery charges are included in the selling price of the property which is sold or whether the seller and the buyer contract separately for such transportation or delivery charges and do not include such charges in the selling price.

90-0544 08/27/90 A registered Illinois seller or Use Tax collector must either charge tax or document an exemption whenever it ships merchandise into Illinois.

90-0547 08/28/90 The Retailers' Occupation Tax is a tax upon persons in this State engaged in the business of selling tangible personal property to purchasers for use or consumption.

90-0574 09/04/90 The Retailers' Occupation Tax is a tax upon persons engaged in this State in the business of selling tangible personal property to purchasers for use or consumption.

90-0581 09/06/90 Machinery used to manufacture mining equipment can qualify for the M M & E exemption. Also, mining equipment which costs \$250.00 or more is exempt on the sale of such equipment for use and consumption.

90-0585 09/07/90 The sale of cakes for use or consumption is subject to the Retailers' Occupation Tax not Service Occupation Tax.

90-0601 09/14/90 The sale of coupon books is the sale of an intangible and not subject to the Retailers' Occupation Tax.

90-0612 09/18/90 The sale of race or claiming horses are subject to the Retailers' Occupation Tax if purchased to race. This is true even though the horse will be subsequently sold.

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90-0655 09/26/90 Explains that a final return is to be filed with the Department when a business is discontinued.

90-0656 09/26/90 Assurances by a purchaser to a retailer that they will "take care of the tax" will not absolve a retailer from tax liability.

90-0662 09/26/90 The Retailers' Occupation Tax does not apply to isolated or occasional sales.

SALE FOR RESALE

90-0379 07/02/90 Sales of foodstuffs to restaurants are sales for resale exempt from Retailers' Occupation Tax liability as long as the restaurant provides its supplier with a valid Certificate of Resale. Sales of food preparation equipment and cleaning supplies to restaurants are not sales for resale.

90-0411 07/09/90 This letter discusses the application of the sale for resale exemption to sales made by a supplier of restaurants.

90-0421 07/13/90 Retailers purchasing plastic bags as containers for the items they sell can purchase those bags for resale so long as ownership of the bags is transferred to their customers along with the items contained therein.

90-0426 07/16/90 This letter describes the documentation needed to establish the sale for resale exemption in a drop-shipment situation.

90-0458 07/18/90 Purchase of disposable plates, glasses, cutlery, napkins, and containers by a caterer for use in a catering operation is not a purchase for resale.

90-0463 07/19/90 Sales of containers to purchasers who sell tangible personal property contained in such containers to others are deemed to be sales for resale, if the purchasers transfer the ownership of the containers to their customers together with the ownership of the tangible personal property contained in such containers.

90-0479 07/26/90 The registration number you receive when you register with the Department will also be the "tax number" referred to by your supplier which must be included on the Certificate of Resale you present to your supplier in order to make purchases of equipment for resale tax free.

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90-0486 08/01/90 An out-of-State construction contractor incurs an Illinois Use Tax liability on its cost price of building materials purchased for incorporation into Illinois real estate.

90-0501 08/03/90 A certificate of resale which does not contain a valid Illinois registration or resale number creates a rebuttable presumption that the sale is not for resale.

90-0508 08/03/90 This letter discusses those circumstances under which labels are purchased for use and when they are purchased for resale.

90-0512 08/06/90 This letter discusses sales for resale in the context of a supplier of printers.

90-0517 08/08/90 While the Department has no requirements as to any particular time frame for how often a retailer must update the information on file in a blanket certificate of resale, such as the buyer's resale number or other information, it is prudent for a retailer to update its records by verifying such information no less often than every three years.

90-0522 08/13/90 Resale numbers are issued to persons who make no taxable sales in Illinois but who need the wherewithal to provide suppliers with certificates of resale when purchasing items that will be resold.

90-0540 08/23/90 Styrofoam cups purchased by shaved ice vendor for use in sales of shaved ice "to go" may be purchased from supplier for resale. The same cups if purchased for use in a dining room in lieu of more durable cups are subject to tax when purchased from a supplier.

90-0545 08/27/90 Wholesalers are not required to obtain resale numbers when selling to retailers, provided they can verify the purchases are for resale.

90-0546 08/27/90 When products are sold to a purchaser for resale, the purchaser must provide the seller with a valid certificate of resale.

90-0570 07/27/90 It is the seller's responsibility to determine the character of the sale at the time of the sale.

90-0605 09/18/90 In order to document a sale for resale, it is necessary that the purchaser provide the seller with a resale

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90-0620 09/27/90 Certificates of resale must comply with the requirements of Section 130.1410.

90-0659 09/26/90 A valid resale certificate should contain, among other things, the purchaser's registration number or resale number, issued by the Department or a statement by the purchaser that the purchaser is an out-of-State purchaser who will sell only to purchasers located outside the State of Illinois. See, 86 Ill. Adm. Code 130.1410.

90-0663 09/26/90 Explains the requirements for a Certificate of Resale in a drop-shipment situation.

90-0681 09/28/90 A certificate of resale which does not include a valid Illinois registration or resale number creates a rebuttable presumption that the sale is not a sale for resale.

SALE OF SERVICE

90-0380 07/02/90 Sale of trash bags taxed at 50% of selling price when price of bag includes a hauling fee.

90-0392 07/02/90 When a warranty is included in the retail selling price of the equipment, tax will not be due upon the parts when they are transferred pursuant to the subsequent repair services. If a warranty is separately sold, tax is due upon 50% of the selling price. No tax would be passed on the ensuing repair service.

90-0424 07/16/90 A dentist need not register with the Department of Revenue and obtain a sales tax number if the cost price of the tangible personal property transferred as an incident to providing dentistry services is less than 35% of his gross receipts from sales of service.

90-0427 07/16/90 Photocopying is subject to Service Occupation Tax. If the price of the paper is separately stated on the bill, tax is due thereon. If the paper is not itemized on the bill, tax is due on 50% of the bill. If the cost of the paper transferred comprises less than 35% of the service bill, you may pay Use Tax at the time you purchase your paper.

90-0428 07/16/90 This letter describes the Service Occupation Tax changes which went into effect 1/1/90 as they related to contact lenses.

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- 90-0434 07/17/90 If a serviceman bases Service Occupation Tax liability on the separately-stated selling price of items transferred incident to service, delivery charges obviously are not included in the tax base. However, if a serviceman bases the Service Occupation Tax liability on 50% of gross receipts from sales of service, then 50% of the receipts from the delivery charge must be included in the tax base.
- 90-0439 07/17/90 If a serviceman elects to self-assess Use Tax liability, he must pay the Use Tax by the last day of the month following the month in which the property is transferred in the course of a taxable transaction.
- 90-0455 07/18/90 "If the selling price of each item of tangible personal property transferred incident to a sale of service is not stated as a separate item on the serviceman's billing to the service customer, then the tax imposed by this act shall be based on 50% of the serviceman's entire billing to the service customer but in no event shall this amount be less than the cost price to the serviceman of the tangible personal property so transferred."
- 90-0467 07/20/90 This letter discusses the sales tax liability (ROT vs. SOT) of veterinarians selling diet foods for pets.
- 90-0473 07/24/90 If a primary serviceman purchases tangible personal property from a secondary serviceman, the primary serviceman shall determine his cost price either by using the selling price of tangible personal property set forth on the invoice from the secondary serviceman or, if no selling price is separately stated, 50% of the total invoice including labor and service charges.
- 90-0478 07/26/90 If the cost price of tangible personal property transferred as an incident to sales of service is less than 35% of the gross receipts from sales of service, the Service Occupation Tax does not apply. Rather, a Use Tax liability is incurred based on the serviceman's cost price of tangible personal property purchased for transfer incident to sales of service.
- 90-0482 07/31/90 This letter describes the Service Occupation Tax changes which became effective 1/1/90 as they related to sales of paper to printers.)
- 90-0483 06/27/90 This letter describes the Service Occupation Tax changes which became effective on 1/1/90.

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- 90-0496 08/02/90 Custom business cards are subject to tax under the Service Occupation Tax Act.
- 90-0509 08/03/90 This letter describes the two bases on which Service Occupation Tax is calculated (i.e., selling price of tangible personal property transferred to 50% of entire service billing).
- 90-0537 08/21/90 When repair or replacement parts for exempt manufacturing machinery and equipment are transferred by a serviceman incident to a repair service, the manufacturing machinery and equipment exemption is not available on those repair parts.
- 90-0538 08/22/90 When a serviceman sells tangible personal property incidental to providing the service the selling price of such tangible personal property must be no less than the serviceman's cost price.
- 90-0572 07/30/90 If a primary serviceman purchases tangible personal property from a secondary serviceman, the primary serviceman is to determine its cost price either by using the selling price of the tangible personal property set forth on the invoice from the secondary serviceman, or if no selling price is separately stated, 50% of the total invoice including labor and service charges.
- 90-0578 09/05/90 A serviceman making a sale of service in which the cost price of tangible personal property transferred as an incident to the sale of service is less than 35% of the total gross receipts from the transaction is not subject to the Service Occupation Tax.
- 90-0597 09/13/90 The Service Occupation Tax is imposed on the selling price of tangible personal property transferred incident to a sale of service if the selling price of the tangible personal property is separately stated on the bill from the serviceman, or if not separately stated, on 50% of the total bill to the customer. However, in neither event can the base be less than the serviceman's cost price.
- 90-0615 09/19/90 Service Occupation Tax is due when customer's furniture upholstered.
- 90-0618 09/19/90 A serviceman making a sale of service in which the cost price of tangible personal property transferred as an incident to the sale of service is less than 35% of the total gross receipts from the transaction is not subject to the tax.

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- 90-0653 09/25/90 Effective January 1, 1990, and prior to March 2, 1990, healthcare professionals were required to register with the Illinois Department of Revenue if the cost of the merchandise which they transfer to their customers is 35% or greater of the receipts from their rendering of services. On March 2, 1990, and thereafter, healthcare professionals transferring prescription drugs will not be required to register with this Department unless the acquisition cost of such drugs transferred incident to providing their health care services is 75% or greater.
- 90-0665 09/26/90 The Service Occupation Tax is imposed on the selling price of tangible personal property transferred incident to a sale of service.
- 90-0684 09/28/90 Service Use Tax applies to items serviced or repaired outside of Illinois and delivered to an Illinois user.
- SELLERS OF NEWSPAPERS, MAGAZINES, ETC.
- 90-0396 07/02/90 The "Confidential Market Digest," a publication listing homes for sale, qualifies for the newsprint & ink exemption.
- 90-0500 08/03/90 Sales of newspapers and magazines are not subject to the Retailers' Occupation Tax Act. (See 86 Ill. Adm. Code 130.2105)
- 90-0555 08/29/90 Periodically-published comic books receive a newsprint ink tax exemption.
- 90-0568 08/31/90 Sales of newspapers and magazines are not subject to the Retailers' Occupation Tax.

TELECOMMUNICATIONS EXCISE TAX

- 90-0446 07/17/90 Charges attributable to the sale of value-added services are excluded from Telecommunications tax liability.
- 90-0530 08/17/90 Sports "ticker" service wherein sports scores and related information are provided to subscribers is subject to the Telecommunications Excise Tax.
- 90-0567 08/31/90 The Telecommunications Excise Tax Act imposes a tax upon the privilege of originating or receiving intrastate or interstate telecommunications by a person in this State.

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- 90-0596 09/12/90 Gross charges includes the amount paid for the act or privilege of originating or receiving telecommunications in this State and for all services and equipment provided in connection therewith by a retailer.
- 90-0631 09/21/90 Telecommunications Excise Tax is not due on coin-operated pay telephones, even when the phone is billed to the store owner on whose premises the phone is located.
- 90-0657 09/26/90 The leasing of beepers or pagers would be subject to the tax unless a specific charge was made for these items which was disaggregated and separately-stated from the basic charge for service.
- USE TAX
- 90-0447 07/18/90 Illinois Use Tax liability is to be paid to Illinois registered suppliers.
- 90-0459 07/19/90 A seller who accepts purchase orders outside Illinois and who maintains no Illinois inventory is required to register as an out-of-State Use Tax collector, if that seller falls within the definition of a "Retailer maintaining a place of business in this State" in Section 2 of the Use Tax Act.
- 90-0461 07/19/90 Section 3 of the Illinois Use Tax Act provides that where a business that is not operated in Illinois, but which does operate in another state, is moved to Illinois or opens up an office, plant or other business facility in Illinois, such business will not be taxed on its use of used tangible personal property which such business bought outside Illinois and used outside Illinois in the operation of such business for at least three months before moving such used property to Illinois for use in Illinois.
- 90-0472 07/24/90 An alarm company which provides subscribers with electronic signaling devices incurs an Illinois Use Tax liability based on its cost price of those devices.
- 90-0489 08/01/90 On 1/1/90, the IL Use Tax rate increased from 5% to 6.25%.
- 90-0492 08/02/90 The purchase of natural gas at an out-of-State well head by an Illinois consumer results in no Use Tax liability. However, an Illinois pipeline transporting the gas in Illinois would incur Gas Revenue Tax on its gross receipts from transporting the gas in Illinois.

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- 90-0518 08/08/90 Failure of a corporation to register and file returns with the Department may result in liability on the part of officers or employees of the corporation under the authority of Ill. Rev. Stat. 1989, ch. 120, par. 452-1/2.
- 90-0536 08/21/90 The Service Use Tax is a privilege tax imposed on the privilege of using, in this State, tangible personal property that is received anywhere as an incident to a purchase of service from a serviceman.
- 90-0543 08/24/90 Every retailer maintaining a place of business in the State of Illinois must act as a tax collector for the State.
- 90-0556 08/29/90 The definition of "retailer maintaining a place of business in this State does not require that a sales person be generally within Illinois in order to establish nexus. It is sufficient if an agent or representative is temporarily within this State.
- 90-0559 08/29/90 When drums or barrels are purchased for use as returnable containers and with deposits being taken from customers and no transfer of ownership, tax is paid when the drums are purchased.
- 90-0571 07/30/90 With the exception of the renting of automobiles to a user for a period of 1 year or less, lessors are deemed to be the user of tangible personal property which they purchase for rental purposes.
- 90-0575 09/04/90 Out-of-State retailers with sufficient Illinois contacts are required to register as Illinois Use Tax collectors.
- 90-0576 09/04/90 When a person purchases an automobile kit, he incurs a Use Tax liability on the cost price of the automobile kit. The automobile kit is not considered an automobile and the Use Tax is due on the last day of the month following the month in which the kit was purchased. Consequently, if a purchaser does not pay the Use Tax until the automobile kit is converted into a motor vehicle and titled, such taxpayer incurs penalty and subject to the interest from the date in which the tax was due.
- 90-0598 09/13/90 A trucking company which purchases bills-of-lading, envelopes and boxes which are given to customers is considered the user of such items and incurs Use Tax responsibility for the items when acquired.

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- 90-0630 09/20/90 The Use Tax does not apply to the temporary storage, in this State, of tangible personal property acquired outside the State and which, subsequent to being brought into the State and stored here temporarily, is altered by converting, fabricating, etc., and, as altered, is used solely outside this State.
- 90-0635 09/21/90 The Illinois sales tax laws contain no exemption for sales to purchasers who certify that they will pay their Use Tax liability directly to the Department of Revenue. In short, direct pay permits document no exemption from Illinois sales tax liability.
- 90-0639 10/01/90 Date on which trailers were acquired was key date for calculated penalties and interest relative to Use Tax liability.
- 90-0671 09/27/90 Foreign state retailer is subject to Use Tax collection registration when it maintains an agent in Illinois.
- 90-0679 09/27/90 The purchase of natural gas from an out-of-State location which is transferred to Illinois by a purchaser for use or consumption, is not subject to the Use Tax or the Illinois Gas Revenue Tax.
- 90-0680 09/27/90 Explains when an out-of-State company must collect and remit Illinois Use Tax.
- 90-0684 09/28/90 Service Use Tax applies to items serviced or repaired outside of Illinois and delivered to an Illinois user.

JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLYSTATEMENT OF OBJECTION

DEPARTMENT OF CORRECTIONS

Heading of Part:

Health Care

Code Citation:

20 Ill. Adm. Code 415

Section Numbers:

415.70

Date Originally Published in Illinois Register:

September 21, 1990
14 Ill. Reg. 15228

At its meeting on December 13, 1990, the Joint Committee on Administrative Rules objected to the above proposed rulemaking. Failure of the agency to respond within 90 days of receipt of the Statement of Objection shall constitute withdrawal of the proposed rulemaking in its entirety.

The specific objection is as follows:

The Joint Committee objects to Section 415.70(b)(6) of the Department of Corrections' rules entitled "Health Care" (20 Ill. Adm. Code 415) because the provision in the Department's rule which allows a committed person to be excluded from the Due Process hearing concerning the involuntary administration of a psychotropic medication, violates recent case law as established by *Washington v. Harper* (100 S.Ct. 1028).

The Department of Corrections proposes these amendments and additions to its rulemaking entitled "Health Care" (20 Ill. Adm. Code 415). These rules implement Sections 3-2-2 of the Unified Code of Corrections (Ill. Rev. Stat. 1989, ch. 38, par. 1003-2-2). These proposed rules contain procedures for psychotropic medication to be administered to committed persons without their consent or without the consent of a parent or guardian of a minor who is under age 18 and confined in the Juvenile Division. Absent an emergency, the committed person shall be afforded a hearing prior to the involuntary administration of such medication. These rules also provide for an appeal of the hearing decision and monitoring procedures for continuous or regular use of psychotropic medication. The parent or guardian of a minor who is under the age of 18 and confined in the Juvenile Division will be provided with notice of a hearing and written decisions and will be permitted to attend and participate in the hearing. In addition, statutory citations are being updated and the rule regarding termination of pregnancies is being modified to require the Department to provide information and counseling rather than permit the committed person to obtain such assistance.

Specifically, Section 415.70(b)(3) states:

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- 3) The committed person shall have the right to attend the hearing unless the Committee determines that it is likely that his attendance would subject him to substantial risk of serious physical or emotional harm or pose a threat to the safety of others. If such a determination is made, the facts and underlying reasons supporting the determination shall be documented in the committed person's medical field. The staff assistant shall appear at the hearing whether or not the committed person appears.

However, *Washington v. Harper* 100 S.Ct. 1028 a U.S. Supreme Court case relied upon by the Department as case law authority for its rule states:

The procedures established by the Center are sufficient to meet the requirements of due process in all other respects, and we reject respondent's arguments to the contrary. The Policy provides for notice, the right to be present at an adversary hearing, (emphasis added) and the right to present and cross-examine witnesses. See *Vitek*, supra, 445 U.S., at 494-496, 100 S.Ct., at 1264-66. The procedural protections are not vitiated by meetings between the committee members and staff before the hearing. Absent evidence of resulting bias, or evidence that the actual decision is made before the hearing, allowing respondent to contest the staff's position at the hearing satisfies the requirement that the opportunity to be heard "must be granted at a meaningful time and in a meaningful manner." (emphasis added) *Armstrong v. Manzo*, 380 U.S. 545, 552, 86 S.Ct. 1187, 1191, 14 L.Ed.2d 62 (1965).

Nowhere in the *Washington* case does it provide for the exclusion of the committed person from the hearing if his attendance would subject him to

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a substantial risk of serious physical or emotional harm or pose a threat to the safety of others. In contrast, Washington seems to reinforce the idea that Due Process is satisfied because of the committed person's "right to be present" at the adversary hearing.

The Department was questioned about the inconsistency between its rule and the Washington case which the Department cited as its case law authority. The Department agreed that while it is true that the Washington case does not provide for exclusion from the hearing of the committed person, the Department has an obligation to protect both the committed person and others from physical and emotional harm which might occur by letting an emotionally unstable individual attend a hearing involving the involuntary administering of medication.

However, Department's obligation to protect the committed person and others from harm is provided for in Section 415.70(a)(1)(B), which allows for emergency administration of medication without a hearing when "the committed person poses an imminent threat of serious physical harm to himself or others." Because the procedure for treatment of the violent individual is provided for in Section 415.70(a)(1)(B), the exclusion clause of Section 415.70(b)(3) is unnecessary.

The Department further explained that there is case authority which allows for the exclusion of a committed person from a Due Process hearing, when that person poses a threat to himself and others attending the hearing. These situations, the Department conceded, did involve different issues than the involuntary administering of the drugs to a committed person.

One of the criteria for the Joint Committee's review of proposed rulemaking is whether each part of the rulemaking complies with state and federal constitutions, state and federal law, and case law, 1 Ill. Adm. Code 220.900(a)(3). The Department's rule regarding the Due Process right to be present at the hearing is in conflict with Washington v. Harper.

Therefore, the Joint Committee objects to Section 415.70(b)(6) of the Department of Corrections' rules entitled "Health Care" (20 Ill. Adm. Code 415) because the provision in the Department's rule which allows a committed person to be excluded from the Due Process hearing concerning the involuntary administration of a psychotropic medication, violates recent case law as established by Washington v. Harper (100 S.Ct. 1028).

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STATEMENT OF OBJECTION

STATE BOARD OF EDUCATION

Heading of Part: Public Schools Evaluation, Recognition and Supervision
Code Citation: 23 Ill. Adm. Code 1
Section Numbers: 1.245

Date Originally Published in Illinois Register: May 11, 1990
14 Ill. Reg. 6931

At its meeting on December 13, 1990, the Joint Committee on Administrative Rules objected to the above proposed rulemaking. Failure of the agency to respond within 90 days of receipt of the Statement of Objection shall constitute withdrawal of the proposed rulemaking in its entirety.

The specific objections are as follows:

Objection 1

The Joint Committee objects to Section 1.245(d)(2) of the State Board of Education's rulemaking entitled "Public Schools, Evaluation Recognition and Supervision" (23 Ill. Adm. Code 1), because the State Board's regulation of school districts fee waiver policies does not require annual parental notification of a fee waiver policy.

The State Board of Education proposed this new section to implement the provisions of Public Act 86-195, effective August 14, 1989, regarding waiver of school fees for parents of children unable to pay fees, including the purchase of textbooks. The Public Act requires the State Board to promulgate regulations requiring that school districts adopt written policies for administration of the waiver of school fees which include eligibility standards, parental notice procedures, and resolution dispute procedures. Section 1.245 was proposed to set forth provisions regarding waiver of school fees, procedures for substantive amendments of a fee waiver policy, subsection of fee waiver applicants to the Illinois School Records Act, and a prohibition of discrimination or punishment against students whose parents are unable to pay fees.

The State Board received public comment from the Land of Lincoln Legal Assistance, Prairie State Legal Services, and the Illinois State Support Center concerning various issues throughout the new Section at first notice. While the State Board made numerous changes in response to these public commenters as well as other groups at the commencement of the second notice period, several issues remained unresolved. Two of

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these commentators from the legal services community met with the Joint Committee staff during the second notice period to discuss the remaining issues.

One issue of concern to the commentators involves the notification requirement in the proposed rules. Section 1.245(d)(2) requires that notification of the school district's fee waiver policy "be communicated in writing to the parents of all students enrolled in the district at the start of the 1991-1992 school year and thereafter to the parent of all students enrolling in the district for the first time."

The commentators believe that the one-time notice of the school district's fee waiver policy is insufficient, and that the notice should be required annually. The commentators state that the one-time notice procedure is not consistent with the legislative intent of Public Act 86-195 and that the procedures may be in violation of the parental right to due process. The commentators request that annual parental notice of the fee waiver policy be provided, and suggest that the annual notice occur when parents are notified of the availability of the free lunch program because of the associated eligibility standards. The commentators state that combining the two notices would be an inexpensive and simple procedure for annual parental notification of the waiver program.

In response to this request, the State Board replied that the expense of a special annual notification to parents was prohibitive. The State Board indicated that it modified Section 1.245(d)(2) in response to this issue raised by the commentators during the first notice period. The modified section requires that the first bill or notice sent to parents who owe fees shall state that the school district waives fees for those unable to afford them and that notice shall explain the procedures to apply for the waiver, or the name, address and telephone number of the contact person. The State Board argued that combining the fee waiver notice with notification of the availability of the free lunch program is prohibited by federal regulations; the free lunch program information is regarded as confidential and distinct from the district's fee waiver policy.

Section 5.01(b) of the Illinois Administrative Procedure Act (IAPA) (Ill. Rev. Stat. 1989, ch. 127, par. 1005(b)) provides that "After commencement of the second notice period, no substantive change may be made to a proposed rulemaking unless it is made in response to an objection or suggestion of the Joint Committee." Since the commentator's request to change Section 1.245(d)(2) was made after the second notice period began and since the requested change is not in response to Joint

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Committee review, and in consideration of the difference of the position of the State Board and the commentators, the Committee objects to Section 1.245(d)(2) so that the State Board might modify its rule and require annual parental notification of a fee waiver policy, which is not tied to school free lunch notification procedures.

Therefore, the Joint Committee objects to Section 1.245(d)(2) of the State Board of Education's rulemaking entitled "Public Schools, Evaluation Recognition and Supervision" (23 Ill. Adm. Code 1), because the State Board's regulation of school districts fee waiver policies does not require annual parental notification of a fee waiver.

Objection 2

The Joint Committee objects to Sections 1.245(a)(1) and (d)(2)(A) of the State Board of Education's rulemaking entitled "Public Schools Evaluation Recognition and Supervision" (23 Ill. Adm. Code 1), because the State Board has used the 1991-92 school year, rather than the Public Act 86-195 effective date of August 14, 1989, as the date by which all school districts must be in compliance with the Public Act 86-195 provision concerning adoption of a fee waiver policy.

The State Board of Education proposed this new section to implement the provisions of Public Act 86-195, effective August 14, 1989, regarding waiver of school fees for parents of children unable to pay fees, buy textbooks, or pay other fees. The Public Act requires the State Board to promulgate regulations requiring that school districts adopt written policies for administration of the waiver of school fees which include eligibility standards, parental notice procedures, and resolution dispute procedures. Section 1.245 was proposed to set forth provisions regarding waiver of school fees, procedures for districts which do not charge fees, procedures for districts which do charge fees (eligibility standards, notification of parents, and dispute resolution procedures), procedures for substantive amendments of a fee waiver policy, subsection of fee waiver applicants to the Illinois School Records Act, and a prohibition of discrimination or punishment against students whose parents are unable to pay fees.

The State Board received public comment from the Land of Lincoln Legal Assistance, Prairie State Legal Services, and the Illinois State Support Center concerning various issues throughout the new Section at first notice. While the State Board made numerous changes in response to these public commentators as well as other groups at the commencement of the second notice period, several issues remained unresolved. Two of

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these commentators from the legal services community met with the Joint Committee staff during the second notice period to discuss the remaining issues.

Specifically, the commentators explained that they were concerned that the effective date of Public Act 86-195, August 14, 1989, should be the date by which school districts must begin implementing their fee waiver policy, not the Section 1.245(a)(1) implementation date of the "start of 1991-1992 school year." Originally the rules required the start of the 1990-91 school year as a date for compliance. The State Board modified Sections 1.245(a)(1) and (d)(2)(A) when it initiated the second notice period by moving the date for compliance from "the start of the 1990-91 school year" to "the start of the 1991-92 school year" in response to public comment. First notice period commentators characterized the start of the 1990-91 school year date as unreasonable, due to the fact that the rules would not become effective until after the start of that school year. The Board replied that, although "an assumption could be made that all school districts should be in compliance with the Public Act provisions", the law also requires State Board promulgation of rules which govern the waiving of school fees. The Board agreed with the unreasonableness characterization, noting that school boards should not be required to adopt a policy in the absence of rules, and moved the date from the start of the 1990-91 school year to 1991-92.

As the second notice modifications only accentuated the distance from the Public Act's effective date, the commentators reiterated their concerns about the implementation date for the Joint Committee. The State Board was requested to provide further comment for the Joint Committee's consideration concerning the effective date. The State Board explained that they have been apprising school districts of the Public Act's provisions and effective date (the rules at first notice specifically included the effective date of the Public Act), that, due to the extensive number of meetings held with affected groups, prior State Board proposal of rules had not been possible, and that the rules in Section 1.245 specify that the latest date for implementation is the start of the 1991-92 school year (emphasis added). The State Board noted that the rule provides a framework for the content of the local school board's adoption of a policy, but prior school district adoption in absence of rules is not precluded, as the Public Act provides some guidance.

Section 5.01(b) of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1989, ch. 127, par. 1005(b)) provides that "After commencement of the second notice period, no substantive change may be made to a proposed rulemaking unless it is made in response to an objection or

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suggestion of the Joint Committee." Considering that the commentator's request to change the effective date of Sections 1.245(a)(2) and (d)(2) from 1991-92 to August 14, 1989, was made after second notice began, and that the requested change is not in response to Joint Committee review, the Joint Committee objects to the State Board's use of the 1991-92 effective date rather than the Public Act 86-195 effective date of August 14, 1989, so that the State Board might modify Sections 1.245(a)(1) and (d)(2)(A) to state August 14, 1989.

Therefore, the Joint Committee objects to Sections 1.245(a)(1) and (d)(2)(A) of the State Board of Education's rulemaking entitled "Public Schools Evaluation Recognition and Supervision" (23 Ill. Adm. Code 1), because the State Board has used the 1991-92 school year, rather than the Public Act 86-195 effective date of August 14, 1989, as the date by which all school districts must be in compliance with the Public Act 86-195 provision concerning adoption of a fee waiver policy.

Objection 3

The Joint Committee objects to Section 1.245(d)(3)(B) of the State Board of Education's rulemaking entitled "Public Schools Evaluation Recognition and Supervision" (23 Ill. Adm. Code 1), because the State Board has not specified that the person who will decide the appeal must be a superior of the person who denied the fee waiver request.

The State Board of Education proposed this new section to implement the provisions of Public Act 86-195, effective August 14, 1989, regarding waiver of school fees for parents of children unable to pay fees, buy textbooks, or pay other fees. The Public Act requires the State Board to promulgate regulations requiring that school districts adopt written policies for administration of the waiver of school fees which include eligibility standards, parental notice procedures, and resolution dispute procedures. Section 1.245 was proposed to set forth provisions regarding waiver of school fees, procedures for districts which do not charge fees, procedures for districts which do charge fees (eligibility standards, notification of parents, and dispute resolution procedures), procedures for substantive amendments of a fee waiver policy, subjection of fee waiver applicants to the Illinois School Records Act, and a prohibition of discrimination or punishment against students whose parents are unable to pay fees.

The State Board received public comment from the Land of Lincoln Legal Assistance, Prairie State Legal Services, and the Illinois State Support Center concerning various issues throughout the new Section at first

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notice. While the State Board made numerous changes in response to these public commentors as well as other groups at the commencement of the second notice period, several issues remained unresolved. Two of these commentors from the legal services community met with the Joint Committee staff during the second notice period to discuss the remaining issues.

Specifically, the commentors were originally concerned that an appeal not be heard by the same individual who had denied the fee waiver. When the second notice period was initiated, the State Board modified Section 1.245(d)(3)(B) to specify that the person hearing the appeal of a denial of a fee waiver not be the person who initially denied the fee waiver. The State Board placed the modification in subsection (B) which specifies the procedures the district must follow during a request for an appeal of a denial of a fee waiver request.

In response to the second notice State Board modifications, the commentors expressed the concern that the rule lacks specificity; the rule, as modified, allows the individual who would hear this appeal to be a subordinate of the person denying the appeal, thereby rendering such an appeal moot, as subordinates would be more likely to agree with, rather than overrule, a superior. The commentors explained that the appeal, to be a good faith response considering the interests at stake, should involve more extensive hearing procedures (such as are seen in school record disputes), and such appeal should be before the school board, a committee of the school board, or a hearing officer. These commentors believe that as currently proposed, the appeal procedure is potentially violative of the parents' due process rights.

The State Board was asked why the commentor's proposed change was considered to be inappropriate. The State Board explained that Section 1.245(d)(3)(B) must be read together as a whole process. Subsection (d)(3)(B) specifies these appeals procedures. The State Board asserted that inherent in an appeal procedure is the belief that only a superior of the person denying a fee waiver would hear the appeal. The State Board believes that as such, an appeal could only be heard by a superior rendering further specification of such a person within this rule a redundancy (emphasis added).

Section 5.01(b) of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1989, ch. 127, par. 1005(b)) provides that "After commencement of the second notice period, no substantive change may be made to a proposed rulemaking unless it is made in response to an objection or suggestion of the Joint Committee." Since the commentors are requesting

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a change in Section 1.245(d)(3)(B) to require the person hearing an appeal be a superior of the person who denied the fee waiver request, and since the requested change is not in response to the Joint Committee review, the Joint Committee objects to the rule's lack of specificity concerning whether the rule should designate that the person who will decide the appeal must be a superior of the person who denied the fee waiver request so that the State Board might modify its rule to so state.

Therefore, the Joint Committee objects to Section 1.245(d)(3)(B) of the State Board of Education's rulemaking entitled "Public Schools Evaluation Recognition and Supervision" (23 Ill. Adm. Code 1), because the State Board has not specified that the person who will decide the appeal must be a superior of the person who denied the fee waiver request.

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JOINT COMMITTEE ON ADMINISTRATIVE RULES
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ILLINOIS GENERAL ASSEMBLY

STATEMENT OF OBJECTION

STATEMENT OF OBJECTION

DEPARTMENT OF INSURANCE

DEPARTMENT OF INSURANCE
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Heading of Part: Health Maintenance Organization

Code Citation: 50 Ill. Adm. Code 6101

Section Numbers: 6101.110

Date Originally Published in Illinois Register: December 29, 1989
13 Ill. Reg. 20205

At its meeting on December 13, 1990, the Joint Committee on Administrative Rules objected to the above proposed rulemaking. Failure of the agency to respond within 90 days of receipt of the Statement of Objection shall constitute withdrawal of the proposed rulemaking in its entirety.

The specific objection is as follows:

The Joint Committee objects to Section 6101.110(i) of the Department of Insurance's proposed rulemaking entitled "Health Maintenance Organization" (50 Ill. Adm. Code 6101) because, by requiring Health Maintenance Organizations (HMOs) to adhere to an annual limitation on the amount of deductibles and copayments of 100% of the premium paid by or on behalf of an enrollee, the Department's selection of the 100% standard was insufficient to give adequate notice of the purpose and effect of the rule and the Department may have failed to adequately consider alternatives to the rule which are consistent with the stated objectives of both the applicable statutes and regulations, in violation of Section 7.06(a) of the Illinois Administrative Procedure Act.

Section 6101.110(i) of the Department's rulemaking, as revised by the Department at second notice, places an annual limitation on the amount of deductibles and copayments of 100% of the premium paid by or on behalf of an enrollee in an HMO.

The Joint Committee received public comment from the Illinois Association of Health Maintenance Organizations questioning the Department's addition of the cap of deductibles and copayments of 100% of the premium paid by an enrollee, stating the amount of the cap should be determined by the HMO and the purchaser of the coverage. The Association thought the 100% figure selected was arbitrary and argued that the "federal HMO Act allows deductibles and copayments to 200% of annual premium." The comment characterized the Department's action as against public policy and against the desires of those directly affected by the limitation at a time when purchasers are seeking to control health care

expenditures to provide health care benefits that would provide enrollees at least minimum catastrophic protection. The Department's response was that HMOs were not designed to provide catastrophic protection, but rather, basic health care services.

The Department's further response was that its provision of this revised text at second notice was in response to discussions with the affected industry. The Department cited Section 2-2(b)(4) of the Health Maintenance Organization Act which provides that issuance of a certificate of authority shall be granted if: a Health Care Plan furnishes basic health care services on a prepaid basis, through insurance or otherwise, "except to the extent of reasonable requirements for co-payments or deductibles as authorized by this Act;" (emphasis added).

The Department reported that its first notice version of Section 6101.110(i) provided for specific dollar amounts as an annual limitation of deductibles, and that its subsequent revision to 100% of premium was in response to public comment. The Department argued that 42 CFR 417.104(a)(4)(ii), from which a 200% copayment limitation value is derived, must be waived if they exceed in the aggregate twenty percent of the total cost of providing all basic health services. The Department argued that the 200% value presented by the public was an isolated element in the federal program regulations which was more restrictive than the Illinois scheme, but must also be examined in light of other federal elements that are less restrictive than the Illinois program, such as the requirement that a copayment scheme be "nominal", the twenty percent waiver threshold described above, and the increased flexibility presented by the Illinois rules because of the federal government's interpretation that deductibles can't be included. The Department argued that to adopt the view expressed by the public comment would not meet the "reasonableness" standard set out in Section 2-2(b)(4) of the Act.

Section 7.06(a) of the IAPA states the Joint Committee:

may examine any proposed rule, ... for the purpose of determining whether the proposed rule, ... and whether the notice (of the rule) was given prior to its adoption ... and was sufficient to give adequate notice of the purpose and effect of the rule, ... and may consider whether the agency has considered alternatives to the rule which are consistent

JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLY

STATEMENT OF OBJECTION

DEPARTMENT OF INSURANCE
(Continued Page 3)

with the stated objectives of both the applicable statutes and regulations....

The Department then, may not have adequately met the above standard, as there is obviously a dispute as to the economic effects of the Department's second notice revised text. Perhaps the Department could have considered other alternatives to the rule of addressing the affected industry which are consistent with the Act and its attendant regulations.

Therefore, the Joint Committee objects to Section 6101.110(j) of the Department of Insurance's proposed rulemaking entitled "Health Maintenance Organization" (50 Ill. Adm. Code 6101) because, by requiring Health Maintenance Organizations (HMOs) to adhere to an annual limitation on the amount of deductibles and copayments of 100% of the premium paid by or on behalf of an enrollee, the Department's selection of the 100% standard was insufficient to give adequate notice of the purpose and effect of the rule and the Department may have failed to adequately consider alternatives to the rule which are consistent with the stated objectives of both the applicable statutes and regulations, in violation of Section 7.06(a) of the Illinois Administrative Procedure Act.

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JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLY

STATEMENT OF OBJECTION

DEPARTMENT OF PUBLIC AID

Heading of Part:

Medical Payment

Code Citation:

89 Ill. Adm. Code 140

Section Numbers:

140.485

Date Originally Published in Illinois Register:September 7, 1990
14 Ill. Reg. 14317

At its meeting on December 13, 1990, the Joint Committee on Administrative Rules objected to the above proposed rulemaking. Failure of the agency to respond within 90 days of receipt of the Statement of Objection shall constitute withdrawal of the proposed rulemaking in its entirety.

The specific objection is as follows:

The Joint Committee objects to the rulemaking of the Department of Public Aid's rules entitled "Medical Payment" (89 Ill. Adm. Code 140.485(e)(3)) because by failing to prescribe how a provider elects to receive replacement vaccines and how providers are annually certified for participation in the Vaccine Replacement program, the rules are incomplete.

The Department of Public Aid proposes these amendments, additions, and repeals to its rules entitled "Medical Payment" (89 Ill. Adm. Code 140). These rules implement Sections 5-2, 5-4 and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 5-2, 5-4 et seq. and 12-13). This rulemaking describes the Healthy Kids program, the services which are covered and reimbursement for the Healthy Kids services. This rulemaking also specifies timeline requirements for the various Healthy Kids activities. Finally, this rulemaking includes a periodicity schedule, a list of immunizations, and a list of diagnostic procedures.

Specifically, Section 140.483(e)(3) of the "Healthy Kids Program" entitled "Vaccine Replacement" states:

When a provider elects to receive replacement vaccines as part of reimbursement as discussed in subsection (e)(1), the vaccine(s) are replaced to the provider through the Vaccine Replacement Program which is administered jointly by the

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DEPARTMENT OF PUBLIC AID
(Continued Page 2)

Department and the Department of Public Health. Providers must be annually certified for participation in the Vaccine Replacement Program by Illinois Department of Public Health before receiving replacement vaccines. Information on the Vaccine Replacement Program and certification procedures may be obtained by contacting:

Immunization Vaccine Replacement Program
Illinois Department of Public Health
525 West Jefferson Street
Springfield, Illinois 62761

Section 3.09 of the IAPA defines a "rule" as "each agency statement of general applicability that implements, applies, interprets, or prescribes law or policy..." which affects external parties. It is clear that the aforementioned rules implement policy in regard to provider certification and replacement of vaccine under the Immunization Program and effect external policies.

Section 4(c) of the IAPA states that "no agency rule is valid or effective against any person or party, nor may it be invoked by the Agency for any purpose, until it has been made available for public inspection and filed with the Secretary of State as required by this Act."

Specifically, Section 5(a) of the IAPA provides that "prior to the adoption, amendment or repeal of any rule, each agency shall accomplish the actions required by Section 5.01, 5.02 or 5.03, whichever is applicable." In this instance, the general rulemaking procedures required by Section 5.01 are applicable. Adoption of the Agency's rules must be accomplished in accordance with the rulemaking procedures of Section 5.01 of the IAPA. To date, none of the provisions of the rule regarding certification of providers and vaccine replacement under the Immunization program have been adopted according to the IAPA.

The Department was questioned about the certification and vaccine replacement provisions of the rule and responded that the rule adequately covered these two provisions. An examination of these rules, however, reveal that questions still persist. How will the provider elect to receive replacement vaccines? What are the provisions for certification of a provider under the Immunization Program? What are "Program" procedures? While the rule states that further information on

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the Program including provider certification can be obtained by contacting the Department of Public Health, these provisions are "policy" as defined by IAPA and rules promulgating such policy should be proposed.

Furthermore, the Department provided the Joint Committee with an Inter-Agency Agreement between the Department of Public Aid and the Department of Public Health relating to the "Immunization Program." This agreement states that the responsibilities of the Department of Public Aid include "policing and auditing," the vaccine distribution system established by the inter-agency agreement, and that the "Illinois Department of Public Aid shall pay to Illinois Department of Public Health a sum not to exceed \$1,993,170.43 for State Fiscal Year 1991." According to the Illinois Supreme Court in Senn Park Nursing Center v. Miller, (83 Ill. Dec 609, 1984) and the recent County Circuit Court decision in Illinois Health Care Association v. Kustra, Docket No. 89 CH 1243, these provisions amount to policy not promulgated through rules.

The Department maintains that such provisions do not constitute rulemaking because the provisions are not "generally applicable." However, the provision requiring the Department's policing the vaccine distribution is generally applicable in that it effects not only the Department of Public Health, but providers and recipients as well. Additionally, payment procedures from one agency to another are not considered internal policy within the meaning of 3.09 of the IAPA. Section 7.05 of the Illinois Administrative Procedure Act states that "[t]he Joint Committee shall suggest rulemaking of an agency whenever the Joint Committee determines that the agency's rules are incomplete, inconsistent, or otherwise deficient."

The inter-agency agreement also provides that the responsibilities of the Department of Public Health include the purchase and distribution of the vaccines to program providers.

The Department of Public Health's policy commitments made pursuant to this agreement may require further rulemaking to make the policies of the Departments known to the public, to assure uniform interpretation, and to enforce these policies. Requesting an explanation of the Department of Public Health's performance of these commitments will assist the Committee in the determination of the need for further rulemaking.

Therefore, the Joint Committee objects to the rulemaking of the Department of Public Aid's rules entitled "Medical Payment" (89 Ill. Adm.

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ILLINOIS GENERAL ASSEMBLYSTATEMENT OF OBJECTIONDEPARTMENT OF PUBLIC AID
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Code 140.1485(e)(3) because by failing to prescribe how a provider elects to receive replacement vaccines and how providers are annually certified for participation in the Vaccine Replacement program, the rules are incomplete.

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JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLYSTATEMENT OF RECOMMENDATION

DEPARTMENT OF PUBLIC AID

Heading of Part: Medical Payment

Code Citation: 89 Ill. Adm. Code 140

Section Numbers:

Date Originally Published in Illinois Register:

September 7, 1990
14 Ill. Reg. 14317

At its meeting on December 13, 1990, the Joint Committee recommends to the Department of Public Aid that it update Healthy Kids Provider Handbook to be consistent with the rules currently being proposed by the Department. (Illinois Health Care Association), in accordance with recent case law. The Department should respond within 90 days of the receipt of this Statement of Recommendation.

The specific recommendation is as follows:

The Joint Committee recommends to the Department of Public Aid that it update Healthy Kids Provider Handbook to be consistent with the rules currently being proposed by the Department. (Illinois Health Care Association), in accordance with recent case law.

In addition, the Joint Committee recommends that the Department accomplish this within thirty days of the adoption of the rule and provide copies of the updated handbook to the Joint Committee.

The Department of Public Aid proposes these amendments, additions, and repeals to its rules entitled "Medical Payment" (89 Ill. Adm. Code 140). These rules implement Sections 5-2, 5-4 and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 5-2, 5-4 et seq. and 12-13). This rulemaking describes the Healthy Kids program, the services which are covered and reimbursement for the Healthy Kids services. This rulemaking also specifies timeliness requirements for the various Healthy Kids activities. Finally, this rulemaking includes a periodicity schedule, a list of immunizations, and a list of diagnostic procedures.

In the Department of Public Aid's Provider Instruction Manual "Healthy Kids", many areas are covered which are inconsistent with the Department's rulemaking. For example, in the Provider Handbook page eighteen and subsequent updates, the Department limits services to

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certain age groups. However, in its rule, Section 140.488(e) and (f), these services contain no such limitations.

In a conference between the Joint Committee and the Department of Public Aid held on Monday, November 19, 1990, the Department stated that they are in the process of reviewing and amending the provider handbooks to match the proposed rules.

Therefore, the Joint Committee recommends to the Department of Public Aid that it update Healthy Kids Provider Handbook to be consistent with the rules currently being proposed by the Department. (Illinois Health Care Association v Kustra, Docket No. 89 CH 1243).

In addition, the Joint Committee recommends that the Department accomplish this within thirty days of the adoption of the rule and provide copies of the updated handbook to the Joint Committee.

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ILLINOIS GENERAL ASSEMBLYSTATEMENT OF OBJECTION

DEPARTMENT OF PUBLIC AID

Heading of Part: Reimbursement for Nursing Costs for Geriatric Facilities

Code Citation: 89 Ill. Adm. Code 147

Section Numbers: 147.320
147.330

Date Originally Published in Illinois Register: June 15, 1990
14 Ill. Reg. 9355

At its meeting on December 13, 1990, the Joint Committee on Administrative Rules objected to the above proposed rulemaking. Failure of the agency to respond within 90 days of receipt of the Statement of Objection shall constitute withdrawal of the proposed rulemaking in its entirety.

The specific objections are as follows:

Objection 1

The Joint Committee objects to Section 147.320(h) of the Department of Public Aid's rules entitled "Reimbursement for Nursing Costs for Geriatric Facilities," (89 Ill. Adm. Code 147) because by failing to define "documented evidence", Section 147.320(h) is vague and does not inform those regulated as to how the Department will apply the definition in enforcing its rules.

The Department of Public Aid proposes new sections as a follow-up to emergency rules enacted to reimburse specialized service costs for nursing facilities. The proposed rules set forth the determination of specialized service costs; specialized service requirements for individuals with mental illness in residential facilities; inspection of care review criteria for the evaluation of specialized services in residential facilities for individuals with mental illness; comprehensive functional assessment requirements; interdisciplinary team guidelines; comprehensive care plan requirements; specialized care pertaining to the administration of psychopharmacologic drugs and behavioral emergencies; and discharge planning. The proposed rules also provide for reimbursement for program costs in nursing facilities providing specialized services for individuals with mental illness, and reimburse program costs in nursing facilities providing active treatment for individuals with developmental disabilities.

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(Continued Page 2)

Specifically, the Department proposes to implement the requirement that nursing facilities explain the specialized service program to the mentally ill resident, and requires proof that this procedure has been followed. Section 147.320(h) states: "There must be documented evidence that the CPP was explained to the individual or legal guardian of the individual for whom the plan was developed."

The current requirement of "documented evidence" is vague in that a nursing facility may provide to the Department "any" evidence, including a video tape, an audio cassette, a typed document, a handwritten sentence, or possibly a polaroid photograph. A nursing facility can only guess as to what the Department would accept under this requirement. The confusion created by the term "documented evidence" is demonstrated by the Department's representatives own interpretation of the term. One Department representative stated that the term "documented evidence" meant written documentation, while another representative indicated that a video recording would be acceptable. It is unclear as to whether the Department would accept a polaroid picture as documented evidence that the rules were explained to the resident. Because nursing facilities across the state will interpret the term as differently as the Department representatives, it is necessary that the Department define the term "documented evidence" to insure that the rules are enacted uniformly across the state.

Furthermore, the Department's failure to define the term "documented evidence" effects the regulation of the nursing facility resident, as well as the facilities; the regulated residents, who by definition of the rule are mentally ill, are not provided uniform safeguards across the state. One facility may require that the planned program is merely read to the resident and that a signed sentence by a staff member be submitted to the Department as proof, while another facility may require a thorough explanation of the program and submit a recording of the conference on video tape to the Department. Such disparity may be removed by the implementation of a definition of the term "documented evidence".

Therefore, the Joint Committee objects to Section 147.320(h) of the Department of Public Aid's rules entitled "Reimbursement for Nursing Costs for Geriatric Facilities," (89 Ill. Adm. Code 147) because by failing to define "documented evidence", Section 147.320(h) is vague and does not inform those regulated as to how the Department will apply the definition in enforcing its rules.

JOINT COMMITTEE ON ADMINISTRATIVE RULES
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STATEMENT OF OBJECTION

DEPARTMENT OF PUBLIC AID
(Continued Page 3)Objection 2

The Joint Committee objects to Section 147.330(e)(2) of the Department of Public Aid's rules entitled "Reimbursement for Nursing Costs for Geriatric Facilities", (89 Ill. Adm. Code 147), because by failing to identify nursing facility staff members that constitute "appropriate persons" who should receive training as to the effects of medication, the rules are vague and unclear and incomplete.

In addition, the Joint Committee objects to Section 147.330(e)(2) of the Department of Public Aid's rules entitled "Reimbursement for Nursing Costs for Geriatric Facilities" (89 Ill. Adm. Code 147), because while the Department has verbally indicated its policy identifying nursing facility staff members that constitute "appropriate persons" who should receive training as to the effects of medication, the Department has failed to properly prescribe this policy in a legally valid manner in violation of Section 4(c), 5(a) and 5.01 of the Illinois Administrative Procedure Act.

The Department of Public Aid proposes new sections as a follow-up to emergency rules enacted to reimburse specialized service costs for nursing facilities. The proposed rules set forth the determination of specialized service costs; specialized service requirements for individuals with mental illness in residential facilities; inspection of care review criteria for the evaluation of specialized services in residential facilities for individuals with mental illness; comprehensive functional assessment requirements; interdisciplinary team guidelines; comprehensive care plan requirements; specialized care pertaining to the administration of psychopharmacologic drugs and behavioral emergencies; and discharge planning. The proposed rules also provide for reimbursement for program costs in nursing facilities providing specialized services for individuals with mental illness, and reimburse program costs in nursing facilities providing active treatment for individuals with developmental disabilities.

Specifically, Section 147.330(e)(2) states:

Pursuant to this requirement, the nursing facility shall ensure that appropriate persons responsible for the resident's physical, mental, psychological care and other treatment are trained as to the potential effects of the medication and record their observation of these effects, including effects of the resident's progress in

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DEPARTMENT OF PUBLIC AID
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habilitation and education programs and participation in other activities.

This section can either be interpreted to require that the nursing facility designate staff persons to become "appropriate persons" and receive training, or that all staff members responsible for the resident's care receive the training. This dual interpretation renders the rule vague and unclear.

The Department representative identified the "appropriate persons" as anyone involved in the interdisciplinary team process including nurses aids, but not janitors, dieticians, or the housekeeping staff. The rule should clearly indicate that this description of staff members constitutes the "appropriate persons" class so that the nursing facility can fulfill the requirement. This clarity is imperative considering that failure to satisfy this rule may result in the removal of residents or denial of funds.

In addition, a Department representative defined the term "appropriate persons" as members of the interdisciplinary team, including nurses aids but excluding dieticians. By this statement, the Department representative is indicating that a policy decision exists that has not been implemented within the Department's rulemaking.

Therefore, the Joint Committee objects to Section 147.330(e)(2) of the rules entitled "Reimbursement for Nursing Costs for Geriatric Facilities", (89 Ill. Adm. Code 147), because by failing to identify nursing facility staff members that constitute "appropriate persons" who should receive training as to the effects of medication, the rules are vague and unclear, incomplete, and contain policy not in rules.

In addition, the Joint Committee objects to Section 147.330(e)(2) of the rules of the Department of Public Aid entitled "Reimbursement for Nursing Costs for Geriatric Facilities" (89 Ill. Adm. Code 147), because while the Department has verbally indicated its policy identifying nursing facility staff members that constitute "appropriate persons" who should receive training as to the effects of medication, the Department has failed to properly prescribe this policy in a legally valid manner in violation of Section 4(c), 5(a) and 5.01 of the Illinois Administrative Procedure Act.

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STATEMENT OF OBJECTION

DEPARTMENT OF PUBLIC AID
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Objection 3

The Joint Committee objects to Section 147.330(i) of the Department of Public Aid's rules entitled "Reimbursement for Nursing Costs for Geriatric Facilities" (89 Ill. Adm. Code 147) because the mandatory review of a resident's psychopharmacological medication regime is inappropriate and not responsive to public comment.

Section 147.330(i) states:

Mandatory review of a resident's psychopharmacological medication regime is necessary whenever the individual or his/her legal guardian informs the attending physician of experiencing effects of taking a medication which (s)he finds to be painful, extremely distracting, or which decreases his/her ability to function normally in everyday life. If, after review, the prescribing physician or psychiatrist believes a drug to be causing these effects, informed consent for its continued use must be obtained.

Representatives of the Mental Health Association of Greater Chicago and the Illinois Citizens of Better Care comment that this section is inadequate because it requires mandatory review of the medication regime only after the resident's self-diagnosis that their discomfort results from medication. The commenters indicate that most residents would not realize that their symptoms of constipation or dryness of mouth is the result of the medication. Furthermore, the representatives state that the mandatory review of medication should occur when the resident informs a nursing staff member or a physician, since the staff members are in every day contact with the resident. As a result of these perceived deficiencies, both the representative of the Mental Health Association of Greater Chicago and the representative of the Illinois Citizens of Better Care submitted to the Department alternative language to Section 147.330(i).

Department representatives stated that they were unaware of this public comment. However, the Department stated that the public commenters had previously approved this draft of the current rulemaking. The Department further stated that it would not be capable of responding to this comment prior to the December 13, 1990 meeting.

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DEPARTMENT OF PUBLIC AID
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Section 5.01(b) of the Illinois Administrative Procedure Act (IAPA) (Ill. Rev. Stat. 1989, ch. 127, par. 1005(b)) provides that "After commencement of the second notice period, no substantive change may be made to a proposed rulemaking unless it is made in response to an objection or suggestion of the Joint Committee." Considering that the commentors request to change Section 147.330(i) was made after the second notice period began that the requested change is not in response to Joint Committee review, and that a difference of position exists between the Department and the commentors, the Committee may wish to object to allow the Department additional time to consider making these changes.

Therefore, the Joint Committee objects to Section 147.330(i) of the Department of Public Aid's rules entitled "Reimbursement for Nursing Costs for Geriatric Facilities" (89 Ill. Adm. Code 147) because the mandatory review of a resident's psychopharmacological medication regime is inappropriate and not responsive to public comment.

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STATEMENT OF RECOMMENDATION

DEPARTMENT OF PUBLIC AID

Heading of Part: Reimbursement for Nursing Costs for Geriatric Facilities

Code Citation: 89 Ill. Adm. Code 147

Section Numbers: 147.335

Date Originally Published in Illinois Register: June 15, 1990
14 Ill. Reg. 9355

At its meeting on December 13, 1990, the Joint Committee requested that the Department of Public Aid explain in writing the specific deficiencies that exist in Section 147.335 of the Department of Public Aid's rules and that the Department outline in writing the process it plans to use to obtain input to correct these deficiencies. The Department should respond within 90 days of the receipt of this Statement of Recommendation.

The specific recommendation is as follows:

The Joint Committee requests that the Department of Public Aid explain in writing the specific deficiencies that exist in Section 147.335 of the Department of Public Aid's rules entitled "Reimbursement of Nursing Costs of Geriatric Facilities" (89 Ill. Adm. Code 147), and that the Department outline in writing the process it plans to use to obtain input to correct these deficiencies.

In addition, the Joint Committee requests that the Department of Public Aid establish a written timetable for additional rulemaking, dating to Section 147.335 of the Department of Public Aid's rules entitled "Reimbursement of Nursing Costs of Geriatric Facilities" (89 Ill. Adm. Code 147).

The Department of Public Aid proposes new sections as a follow-up to emergency rules enacted to reimburse specialized service costs for nursing facilities. The proposed rules set forth the determination of specialized service costs; specialized service requirements for individuals with mental illness in residential facilities; inspection of care review criteria for the evaluation of specialized services in residential facilities for individuals with mental illness; comprehensive functional assessment requirements; interdisciplinary team guidelines; comprehensive care plan requirements; specialized care pertaining to the administration of psychopharmacologic drugs and behavioral emergencies; and discharge

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ILLINOIS GENERAL ASSEMBLYSTATEMENT OF RECOMMENDATIONDEPARTMENT OF PUBLIC AID
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planning. The proposed rules also provide for reimbursement for program costs in nursing facilities providing specialized services for individuals with mental illness, and reimburse program costs in nursing facilities providing active treatment for individuals with developmental disabilities.

Comments from representatives of the Mental Health Association of Greater Chicago and from the Illinois Citizens for Better Care indicate that the Department intended to substantially revise Section 147.335 which states:

- a) There shall be written policies which are followed in the operation of the facility regarding behavior emergencies and the use of restraints.

- 1) The facility shall develop progressively restrictive labels of behavior intervention that create an incremental approach toward responding to various behavioral emergencies involving residents.

- 2) The facility shall respond to a given behavior emergency by using the least restrictive method possible that will protect the health and safety of the resident and other residents.

- 3) When a facility's response to a behavioral emergency does not utilize a lower level of intervention prior to instituting a higher level, the facility shall document in the resident's record why the more restrictive measures are used.

- b) The facility shall not confine a resident to a room unattended nor in a manner that prohibits the resident from egressing from that room.

- c) When a disturbed or unmanageable resident is separated from the adverse stimuli related to the situation that is occurring, the facility shall record in the resident's record the events and

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the reasons for removing the resident from the situation.

Although a Department representative stated that this section may be revised in the future, the Department has participated in workshops with representatives from the Mental Health Association of Greater Chicago and from the Illinois Citizens for Better Care and that both representatives have approved the rule as proposed.

Therefore, the Joint Committee requests that the Department of Public Aid explain in writing the specific deficiencies that exist in Section 147.335 of the Department of Public Aid's rules entitled "Reimbursement of Nursing Costs of Geriatric Facilities" (89 Ill. Adm. Code 147), and that the Department outline in writing the process it plans to use to obtain input to correct these deficiencies.

In addition, the Joint Committee requests that the Department of Public Aid establish a timetable for additional rulemaking, dating to Section 147.335 of the Department of Public Aid's rules entitled "Reimbursement of Nursing Costs of Geriatric Facilities" (89 Ill. Adm. Code 147).

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JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLYSTATEMENT OF RECOMMENDATION

DEPARTMENT OF PUBLIC HEALTH

Heading of Part: Medical Payment

Code Citation: 89 Ill. Adm. Code 140

Section Numbers:

Date Originally Published in Illinois Register:

September 7, 1990
14 Ill. Reg. 14317

At its meeting on December 13, 1990, the Joint Committee requests the Illinois Department of Public Health provide the Joint Committee with an information memorandum explaining what has been or going to be done to fulfill the potential policy commitments made to the Illinois Department of Public Aid pursuant to the Inter-Agency Agreement between the two Departments relating to the Immunization Program, so such commitments can be reviewed for potential impact on rulemaking activities of the Department. The Department should respond within 90 days of the receipt of this Statement of Recommendation.

The specific recommendations are as follows:

Recommendation 1

The Joint Committee requests that the Illinois Department of Public Health provide the Joint Committee with an information memorandum explaining what has been or going to be done to fulfill the potential policy commitments made to the Illinois Department of Public Aid pursuant to the Inter-Agency Agreement between the two Departments relating to the Immunization Program, so such commitments can be reviewed for potential impact on rulemaking activities of the Department.

The Department of Public Aid proposes these amendments, additions, and repeals to its rules entitled "Medical Payment" (89 Ill. Adm. Code 140). These rules implement Sections 5-2, 5-4 and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 5-2, 5-4 et seq. and 12-13). This rulemaking describes the Healthy Kids program, the services which are covered and reimbursement for the Healthy Kids services. This rulemaking also specifies timeline requirements for the various Healthy Kids activities. Finally, this rulemaking includes a periodicity schedule, a list of immunizations, and a list of diagnostic procedures.

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DEPARTMENT OF PUBLIC HEALTH

(Continued Page 2)

Specifically, Section 140.483(e)(3) of the "Healthy Kids Program" entitled "Vaccine Replacement" states:

When a provider elects to receive replacement vaccines as part of reimbursement as discussed in subsection (e)(1), the vaccine(s) are replaced to the provider through the Vaccine Replacement Program which is administered jointly by the Department and the Department of Public Health. Providers must be annually certified for participation in the Vaccine Replacement Program by Illinois Department of Public Health before receiving replacement vaccines. Information on the Vaccine Replacement Program and certification procedures may be obtained by contacting:

Immunization Vaccine Replacement Program
Illinois Department of Public Health
525 West Jefferson Street
Springfield, Illinois 62761

Section 3.09 of the IAPA defines a "rule" as "each agency statement of general applicability that implements, applies, interprets, or prescribes law or policy..." which affects external parties. It is clear that the aforementioned rules implement policy in regard to provider certification and replacement of vaccine under the Immunization Program and effect external policies.

Section 4(c) of the IAPA states that "no agency rule is valid or effective against any person or party, nor may it be invoked by the Agency for any purpose, until it has been made available for public inspection and filed with the Secretary of State as required by this Act."

Specifically, Section 5(a) of the IAPA provides that "prior to the adoption, amendment or repeal of any rule, each agency shall accomplish the actions required by Section 5.01, 5.02 or 5.03, whichever is applicable." In this instance, the general rulemaking procedures required by Section 5.01 are applicable. Adoption of the Agency's rules must be accomplished in accordance with the rulemaking procedures of Section 5.01 of the IAPA. To date, none of the provisions of the rule

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ILLINOIS GENERAL ASSEMBLY

STATEMENT OF RECOMMENDATION

DEPARTMENT OF PUBLIC HEALTH
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regarding certification of providers and vaccine replacement under the Immunization program have been adopted according to the IAPA.

The Department was questioned about the certification and vaccine replacement provisions of the rule and responded that the rule adequately covered these two provisions. An examination of these rules, however, reveal that questions still persist. How will the provider elect to receive replacement vaccines? What are the provisions for certification of a provider under the Immunization Program? What are "Program" procedures? While the rule states that further information on the Program including provider certification can be obtained by contacting the Department of Public Health, these provisions are "policy" as defined by IAPA and rules promulgating such policy should be proposed.

Furthermore, the Department provided the Joint Committee with an Inter-Agency Agreement between the Department of Public Aid and the Department of Public Health relating to the "Immunization Program." This agreement states that the responsibilities of the Department of Public Aid include "policing and auditing," the vaccine distribution system established by the inter-agency agreement, and that the "Illinois Department of Public Aid shall pay to Illinois Department of Public Health a sum not to exceed \$1,993,170.43 for State Fiscal Year 1991." According to the Illinois Supreme Court in *Senn Park Nursing Center v. Miller*, (83 Ill. Dec 609, 1984) and the recent County Circuit Court decision in *Illinois Health Care Association v. Kustra*, Docket No. 89 CH 1243, these provisions amount to policy not promulgated through rules.

The Department maintains that such provisions do not constitute rulemaking because the provisions are not "generally applicable." However, the provision requiring the Department's policing the vaccine distribution is generally applicable in that it effects not only the Department of Public Health, but providers and recipients as well. Additionally, payment procedures from one agency to another are not considered internal policy within the meaning of 3.09 of the IAPA. Section 7.05 of the Illinois Administrative Procedure Act states that "[t]he Joint Committee shall suggest rulemaking of an agency whenever the Joint Committee determines that the agency's rules are incomplete, inconsistent, or otherwise deficient."

The inter-agency agreement also provides that the responsibilities of the Department of Public Health include the purchase and distribution of the vaccines to program providers.

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STATEMENT OF RECOMMENDATION

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The Department of Public Health's policy commitments made pursuant to this agreement may require further rulemaking to make the policies of the Departments known to the public, to assure uniform interpretation, and to enforce these policies. Requesting an explanation of the Department of Public Health's performance of these commitments will assist the Committee in the determination of the need for further rulemaking.

Therefore, the Joint Committee requests that the Illinois Department of Public Health provide the Joint Committee with an information memorandum explaining what has been or going to be done to fulfill the potential policy commitments made to the Illinois Department of Public Aid pursuant to the Inter-Agency Agreement between the two Departments relating to the Immunization Program, so such commitments can be reviewed for potential impact on rulemaking activities of the Department.

Recommendation 2

The Joint Committee requests that the Illinois Department of Public Health provide the Joint Committee with an informational memorandum explaining what has been or going to be done to fulfill the potential policy commitment made to the Illinois Department of Public Aid pursuant to an Inter-Agency Agreement, that the Department of Public Health's Healthy Start Program include arrangements for routine pediatric primary care that are consistent with the Department of Public Aid's Healthy Kids Program so such commitments can be reviewed for potential impact on rulemaking activities of the Department of Public Aid and the Department of Public Health.

The Department of Public Aid proposes these amendments, additions, and repeals to its rules entitled "Medical Payment" (89 Ill. Adm. Code 140). These rules implement Sections 5-2, 5-4 and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 5-2, 5-4 et seq. and 12-13). This rulemaking describes the Healthy Kids program, the services which are covered and reimbursement for the Healthy Kids services. This rulemaking also specifies timeliness requirements for the various Healthy Kids activities. Finally, this rulemaking includes a periodicity schedule, a list of immunizations, and a list of diagnostic procedures.

When questioned as to whether an inter-agency agreement existed between the Department and the Illinois Department of Public Health in relation to this rulemaking, the Department provided a copy of an inter-agency agreement between Illinois Department of Public Aid and

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Illinois Department of Public Health. However, the Department later explained that this agreement does not directly effect the rulemaking enacting the Healthy Kids Program, but was executed in relation to the Healthy Start Program. The Department of Public Health published proposed rulemaking implementing the Healthy Start Program in the Illinois Register on August 28, 1990. However, Addendum 1, p. 7 of the inter-agency agreement provides that the care plan developed by the case manager of the Healthy Start Program include "arrangements for routine pediatric primary care consistent with the Illinois Department of Public Aid's Healthy Kids Program's periodicity schedule for health screenings of infants, measurable objectives for the infant and family, and plans to meet the objectives." It is the Department of Public Health's duty to certify the case management agencies.

The addendum to the inter-agency agreement provides a policy commitment to the Department of Public Aid that the Department of Public Health's Healthy Start Program is consistent with the Healthy Kids Program. Since the Department of Public Health has not adopted rulemaking regarding the Healthy Start Program, the informational memorandum from the Department of Public Health is necessary to explain how the policy commitment is to be fulfilled.

Section 7.05 of the Illinois Administrative Procedure Act states that "[t]he Joint Committee shall suggest rulemaking of an agency whenever the Joint Committee determines that the Agency's rules are incomplete, inconsistent, or otherwise deficient." The Department of Public Health's policy commitments made pursuant to this agreement may require further rulemaking to make the policies of the Departments known to the public, to assure uniform interpretation, and to enforce these policies. Requesting an explanation of the Department of Public Health's performance of these commitments will assist the Committee in the determination of the need for further rulemaking.

Therefore, the Joint Committee requests that the Illinois Department of Public Health provide the Joint Committee with an informational memorandum explaining what has been or going to be done to fulfill the potential policy commitment made to the Illinois Department of Public Aid pursuant to an Inter-Agency Agreement, that the Department of Public Health's Healthy Start Program include arrangements for routine pediatric primary care that are consistent with the Department of Public Aid's Healthy Kids Program so such commitments can be reviewed for potential impact on rulemaking activities of the Department of Public Aid and the Department of Public Health.

STATEMENT OF OBJECTION TO EMERGENCY RULEMAKING

DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES

Heading of Part: Mental Health Clinic Program Standards and Provider Requirements

Code Citation: 59 Ill. Adm. Code 130

Section Numbers: 130.11 130.20
130.30 130.40
130.60 130.70
130.80 130.90
130.100 130.110
130.120 130.130
130.140 130.150
130.160 130.170
130.180 130.190
130.200 130.210
130.220 130.230
130.240 130.250
130. Table A 130. Table B

Date Originally Published in Illinois Register: November 2, 1990
14 Ill. Reg. 18100

At its meeting on December 13, 1990, the Joint Committee on Administrative Rules objected to the above emergency rulemaking. Failure of the agency to respond within 90 days of receipt of the Statement of Objection shall constitute a refusal to amend or repeal the rule.

The specific objection is as follows:

The Joint Committee objects to the emergency rules of the Department of Mental Health and Developmental Disabilities entitled "Mental Health Clinic Program Standards and Provider Requirements," (59 Ill. Adm. Code 130), because contrary to the requirements of Section 5.02 of the Illinois Administrative Procedure Act (IAPA), any emergency which may exist has been created solely by the failure of the Department to utilize the general rulemaking procedures of Section 5.01 of the IAPA in a timely fashion.

The Department of Mental Health and Developmental Disabilities (DMHDD) promulgated this emergency rulemaking to implement an expanded policy with attendant procedures which are associated with its Mental Health Clinic Program Standards and Provider Requirements (59 Ill. Adm. Code

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DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES
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130). Such rules ostensibly are intended to facilitate the rendering of certain mental health services to children and adolescents who are wards of the Department of Children and Family Services (DCFS) and who are otherwise scheduled to be released from psychiatric institutions. DMHDD contends that such emergency rulemaking is necessitated, in large part, by the provisions of a 1981 consent decree in the interests of Mary Lee, Pamela Wesley, and others, filed in the Circuit Court of Cook County on April 7, 1981.

Both DMHDD and DCFS were signatories to this decree which was designed to assure that such children and adolescents be guaranteed the full protection of their legal rights. Toward this end, the decree authorizes the appointment of a legal representative for each ward who is an in-patient at any facility for the mentally ill or developmentally disabled. DMHDD insists these promulgated emergency measures are "essential in order to comply with the terms of [the] consent decree."

In addition, DMHDD finds these emergency amendments necessary in order for DCFS to respond to allegations in other pending federal class action litigation concerning the failure of DCFS to provide adequate mental health services for severely emotionally disturbed wards and the failure to provide adequate services in DCFS-operated shelters. Such reference to DCFS's involvement in these pending lawsuits resulted in the Joint Committee's request to be provided copies of all pleadings filed to date as well as other pertinent information concerning the status of such litigation. As of November 30, 1990, the Joint Committee has received no such information.

Section 5.02 of the Illinois Administrative Procedure Act (the Act) defines "emergency" as "the existence of any situation which any agency finds reasonably constitutes a threat to the public interest, safety or welfare" and which requires the adoption of rules on fewer days notice than is required by Section 5.01 of the Act. The Joint Committee has long taken the position that Section 5.02 procedures may not be used where the emergency is "agency created." This position has been supported by the Illinois Appellate Court, Third Division, in *Senn Park Nursing Center v. Miller* (1983, 188 Ill. App. 3d 733, 455 N.E.2d 162, aff'd 104 Ill. 2d 169, 470 N.E.2d 1029, 83 Ill. Dec. 609 (October 10, 1984)). In *Senn Park* the court stated that "it would defeat the purposes of the notice and comment procedures if any agency could dispense with such procedures by enacting an emergency rule where the 'emergency' was created by the agency's failure to follow these procedures in the first place."

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As in *Senn Park*, the "emergency" in the present instance is directly attributable to agency failure to act in a timely fashion. For example, DMHDD's insistence that the 1981 consent decree "suddenly" requires the utilization of emergency rulemaking procedures seems somewhat tenuous. Moreover, the consent decree required the provision of legal rather than psychiatric services. Similarly, DMHDD contends the adherence to a normal rulemaking schedule would result in the filing of even more class action lawsuits. The threat of litigation rather than a threat to the interest, safety or welfare of DCFS wards appears to be the "emergency" in this instance.

Therefore, the Joint Committee objects to the emergency rules of the Department of Mental Health and Developmental Disabilities entitled "Mental Health Clinic Program Standards and Provider Requirements," (59 Ill. Adm. Code 130), because contrary to the requirements of Section 5.02 of the Illinois Administrative Procedure Act (IAPA), any emergency which may exist has been created solely by the failure of the Department to utilize the general rulemaking procedures of Section 5.01 of the IAPA in a timely fashion.

88518100

JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLY

SECOND NOTICES RECEIVED

The following second notices were received by the Joint Committee on Administrative Rules during the two-week period of December 3, 1990 through December 14, 1990, and have been scheduled for review by the Committee at its January 9, 1991 meeting. Other items not contained in this published list may also be considered by the Joint Committee at its January meeting. Members of the public wishing to express their views with respect to a proposed rule should submit written comments to the Joint Committee at the following address: Joint Committee on Administrative Rules, 509 South Sixth Street, Room 500, Springfield, IL 62701.

Second Notice Expires	Agency and Rule	Start of First Notice	Scheduled for Consideration by JCAR
1/14/91	Auditor General, Code of Regulations (74 Ill. Adm. Code 420)	9/28/90 14 Ill. Reg. 15645	January 9, 1991
1/17/91	Department of Mental Health and Developmental Disabilities, Services Charges (59 Ill. Adm. Code 106)	9/14/90 14 Ill. Reg. 14674	January 9, 1991
1/18/91	Department of Employment Security, Employees' General Rights and Duties (56 Ill. Adm. Code 2815)	10/19/90 14 Ill. Reg. 17152	January 9, 1991
1/18/91	Department of Public Aid, Assistance Standards (89 Ill. Adm. Code 111)	10/19/90 14 Ill. Reg. 17162	January 9, 1991
1/18/91	Department of Commerce and Community Affairs, Local Tourism and Convention Bureau Program (14 Ill. Adm. Code 550)	6/8/90 14 Ill. Reg. 8782	January 9, 1991
1/21/91	Department of Conservation, Duck, Goose and Coot Hunting (17 Ill. Adm. Code 590)	10/19/90 14 Ill. Reg. 17144	January 9, 1991
1/21/91	Department of Revenue, Municipal Retailers' Occupation Tax Regulations (86 Ill. Adm. Code 270)	9/21/90 14 Ill. Reg. 15251	January 9, 1991

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Second Notice Expires	Agency and Rule	Start of First Notice	Scheduled for Consideration by JCAR
1/21/91	Department of Public Health, Illinois Alzheimer's Disease and Related Disorders Assistance Code (77 Ill. Adm. Code 710)	9/21/90 14 Ill. Reg. 15246	January 9, 1991
1/21/91	Department of Mental Health and Developmental Disabilities, Education and Training (59 Ill. Adm. Code 108)	10/12/90 14 Ill. Reg. 16718	January 9, 1991
1/24/90	Department of Commerce and Community Affairs, Residential Energy Assistance Partnership Program (47 Ill. Adm. Code 100)	9/21/90 14 Ill. Reg. 15189	January 9, 1991
1/24/91	Department of Mental Health and Developmental Disabilities, Family Assistance and Home-Based Support Programs for Persons with Mental Disabilities (59 Ill. Adm. Code 117)	9/14/90 14 Ill. Reg. 14671	January 9, 1991
1/24/91	Department of Public Aid, Child Support Enforcement (89 Ill. Adm. Code 160)	10/26/90 14 Ill. Reg. 17436	January 9, 1991
1/25/91	Department of Revenue, Practice and Procedure for Hearings Before the Illinois Department of Revenue (86 Ill. Adm. Code 200)	9/14/90 14 Ill. Reg. 14754	January 9, 1991
1/25/91	Department of Revenue, Property Tax/Revenue Act of 1939 (86 Ill. Adm. Code 110)	9/7/90 14 Ill. Reg. 14321	January 9, 1991
1/25/91	Department of Public Aid, Reimbursement for Nursing Costs for Geriatric Facilities (89 Ill. Adm. Code 147)	8/31/90 14 Ill. Reg. 13967	January 9, 1991

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Second Notice Expires	Agency and Rule	Start of First Notice	Scheduled for Consideration by JCAR
1/25/91	Illinois Health Care Cost Containment Council, Hospital Price Information (77 Ill. Adm. Code 2530)	10/26/90 14 Ill. Reg. 17428	January 9, 1991
1/25/91	Department of Revenue, Alcoholic Liquor Act (86 Ill. Adm. Code 420)	9/28/90 14 Ill. Reg. 15762	January 9, 1991
1/28/91	Department of Public Aid, Reimbursement for Nursing Costs for Geriatric Facilities (89 Ill. Adm. Code 147)	4/13/90 14 Ill. Reg. 5434	January 9, 1990
1/28/91	Commissioner of Savings and Residential Finance, Savings Bank Act (38 Ill. Adm. Code 1075)	9/14/90 14 Ill. Reg. 14758	January 9, 1991
1/28/91	Department of Mines and Minerals, The Illinois Oil and Gas Act (62 Ill. Adm. Code 240)	10/5/90 14 Ill. Reg. 16205	January 9, 1991
1/28/91	Department of Transportation, Nonscheduled Bus Inspections (92 Ill. Adm. Code 456)	10/26/90 14 Ill. Reg. 17535	January 9, 1990

PROCLAMATION

90-557

VOCATIONAL EDUCATION WEEK

Whereas, the American Vocational Association has designated February 10-16, 1991, as Vocational Education Week; and

Whereas, vocational education has been and continues to be an integral part of comprehensive elementary, secondary, and post-secondary public education programs in Illinois and provides the skills needed to obtain employment and economic independence; and

Whereas, vocational educators contribute to the growth and vitality of Illinois' businesses and industries by preparing workers for rapidly growing occupations and stressing skills that lead to improved productivity; and

Whereas, a strong vocational education program is vital to the economic development of our state and the well-being of our citizens;

Therefore, I, James R. Thompson, Governor of the State of Illinois, proclaim February 10-16, 1991, as VOCATIONAL EDUCATION WEEK in Illinois.

Issued by the Governor December 6, 1990.

Filed with the Secretary of State December 17, 1990.

JCAR - Joint Committee on Administrative Rules **ACTION CODES**

- A - Adopted Rule
 AR - Adopted Repealer
 C - Notice of Corrections
 CC - Codification Changes
 E - Emergency Rule
 ER - Emergency Repealer
 M - Modification to meet JCAR objections
 O - JCAR Statement of Objections
- P - Proposed Rule
 PF - Prohibited Filing Ordered by JCAR
 PP - Peremptory or Court ordered Rules
 PR - Proposed Repealer
 R - Refusal to meet JCAR objection
 RC - Statement of Recommendation
 S - Suspension ordered by JCAR
 W - Withdrawal to meet JCAR objections

EXAMPLE:

AGRICULTURE, DEPARTMENT OF

8 Ill. Adm. Code 285 III. Grain Insurance Act (P-18048/85; A-6818)

TITLE PART ACTION CODE PAGE NUMBER PREVIOUS VOLUME ACTION CODE

ALL RULES ARE LISTED BY PART NUMBER AND HEADING ONLY. (FOR ACTION ON SPECIFIC SECTIONS PLEASE REFER TO THE SECTIONS AFFECTED INDEX.) IF THERE ARE ANY QUESTIONS, PLEASE CONTACT THE ADMINISTRATIVE CODE DIVISION AT (217) 782-9786.

ABANDONED MINED LANDS RECLAMATION COUNCIL

2 Ill. Adm. Code 1500 Public Information, Rulemaking & Organization (A-16854)

AGING, DEPARTMENT ON

89 Ill. Adm. Code 240 Community Care Program (P-1077; A-10732; RC-12942) (P-13638/89; O-17144/89; R-1533) (P-13353/89; A-1233) (P-18635) (P-19415)
 89 Ill. Adm. Code 220 General Programmatic Requirements (P-19442)
 89 Ill. Adm. Code 230 Older Americans Act Programs (P-14499/89; A-2308) (P-19469)

AGRICULTURE, DEPARTMENT OF

8 Ill. Adm. Code 110 Animal Diagnostic Laboratory Act (P-15911/89; A-1907) (P-16861/89; A-3416) (P-8759; A-15304)
 8 Ill. Adm. Code 75 Bovine Brucellosis (P-15915/89; A-1911)
 8 Ill. Adm. Code 85 Diseased Animals (P-15926/89; A-1919) (P-8768; A-15313)
 8 Ill. Adm. Code 80 III. Bovine Tuberculosis Eradication Act (P-15938/89; A-1931)
 8 Ill. Adm. Code 115 III. Pseudorabies Control Act (P-15942/89; A-1935) (P-19329/89; A-5065) (P-8773; A-15318)
 8 Ill. Adm. Code 270 III. State Fair & DuQuoin State Fair, Non-Fair Space Rental & the General Operation of the State Fairgrounds (P-10965)
 8 Ill. Adm. Code 40 Livestock Auction Markets (P-15950/89; A-1943)
 8 Ill. Adm. Code 45 Marketing Center (Livestock) (P-15956/89; A-1949)
 8 Ill. Adm. Code 125 Meat & Poultry Inspection Act (P-16625/89; A-3424) (PP-4953) (PP-11401) (PP-13355) (PP-16064) (PP-21060)

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8 Ill. Adm. Code 850 Motor Fuel Standards Act (P-19837/89; A-5072)
 2 Ill. Adm. Code 700 Organizational Chart, Description, Rulemaking Procedure, & Programs (A-584) (A-4093) (A-9009) (A-20586)
 8 Ill. Adm. Code 290 Standardbred & Thoroughbred Horse Breeding & Racing Program (P-19087)
 8 Ill. Adm. Code 5 Standardization of Agriculture Products (P-3711; A-10308)
 8 Ill. Adm. Code 100 Swine Brucellosis (P-15960/89; A-1953)
 8 Ill. Adm. Code 105 Swine Disease Control & Eradication Act (P-15968/89; A-1961) (P-8777; A-15322)

ALCOHOLISM AND SUBSTANCE ABUSE, DEPARTMENT OF

77 Ill. Adm. Code 2058 Licensure of Alcoholism & Substance Abuse Treatment Intervention & Research Programs (P-6457)

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86 Ill. Adm. Code 2000 III. Estate & Generation - Skipping Transfer Tax Act (P-4281; A-17183)

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 38 Ill. Adm. Code 397 Corporate Fiduciary Receivership Account (P-15181)
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 38 Ill. Adm. Code 356 Reimbursement to Banks for Financial Records (P-3303)

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The Sections Affected Index lists, by Title, each Section of a codified Part on which rulemaking activity has occurred in this volume of the Register and is divided into two parts: the first lists the Sections on which rulemaking activity occurred in the previous issues of this volume year; the second lists the Sections on which rulemaking activity occurred in this issue of the Register. (The headings at the top of each page indicate the two parts: the first part shows the previous issue numbers inclusively and the date of the last published issue; the second lists the current issue number and date.) The columns in both parts indicate the type of rulemaking activity and the action taken along with the page number on which the first page of the notice of rulemaking activity appeared. If a Section on which action is being taken in the current volume (calendar year) of the Register was proposed in a previous volume, the last two digits of the previous volume's year appear immediately after the page number separated by a slash. (e.g. 1 Ill. Adm. Code 100.280 was proposed last year and adopted this year. The action entry reads: (P-8577/89; A-724) The codes for both columns are listed below. For a complete listing of the Titles of the *Illinois Administrative Code*, please refer to 1 Ill. Adm. Code 100.140 or contact the Administrative Code Division.

TYPE OF RULEMAKING		ACTION CODES	
am	= amendment to existing Section	A	= Adopted rule
cc	= codification changes	C	= Correction
n	= new Section	CC	= Codification Changes
r	= repeal of existing Section	E	= Emergency rule
rc	= reclassified	F	= Failure to Remedy Objections
#	= renumbered	M	= Modification
		O	= ICAR Objection
		P	= Proposed rule
		PF	= Prohibited Filing
		PP	= Peremptory rule
		R	= Refusal to Modify or Withdraw
		RC	= ICAR Recommendation
		S	= Suspended rule
		W	= Withdrawal of Proposed rule

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551.40	am	(A-13852)	n	2701.10	(A-12543)		
552.10	am	(A-6854)	n	2701.13	(A-12543)		
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700.40	am	(A-584) (A-4093)	n	2701.24	(A-12543)		
700.50	am	(A-584)	n	2701.27	(A-12543)		
700.70	am	(A-584)	n	2701.30	(A-12543)		
700.80	am	(A-584)	n	2701.Ap.A	(A-12543)		
700.100	am	(A-584)	n	2701.Ap.B	(A-12543)		
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700.Ap.E	n	(A-584)	n	5176.120	(A-14387)		
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1026.170	am	(A-14032)	am	600.90	(P-3349; A-12531)		
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1026.190	am	(A-14032)	am	5.220	(P-3711; A-10308)		
1026.200	am	(A-14032)	am	5.230	(P-3711; A-10308)		
1026.210	am	(A-14032)	am	40.5	(P-15950/89; A-1943)		
1026.Ap.A	am	(A-14032)	am	40.60	(P-15950/89; A-1943)		
1176.110	am	(P-9364; A-15999)	am	40.70	(P-15950/89; A-1943)		
1176.310	am	(P-9364; A-15999)	am	40.190	(P-15950/89; A-1943)		
1176.400	am	(P-9364; A-15999)	am	45.20	(P-15956/89; A-1949)		
1176.410	am	(P-9364; A-15999)	am	45.150	(P-15956/89; A-1949)		
1500.20	am	(A-16854)	am	75.50	(P-15915/89; A-1911)		
1500.60	am	(A-16854)	am	75.120	(P-15915/89; A-1911)		
1500.1200	am	(A-16854)	am	75.190	(P-15915/89; A-1911)		
1500.240	am	(A-16854)	am	75.210	(P-15915/89; A-1911)		
1500.250	am	(A-16854)	am	80.10	(P-15938/89; A-1931)		
1500.Ap.A	am	(A-16854)	am	80.110	(P-15938/89; A-1931)		
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2675.110	n	(A-4158)	n	85.75	(P-15926/89; A-1919)		
2675.120	n	(A-4158)	n	85.80	(P-15926/89; A-1919)		
2675.210	n	(A-4158)	n	85.100	(P-15926/89; A-1919)		
2675.220	n	(A-4158)	n	85.110	(P-15926/89; A-1919)		
2675.230	n	(A-4158)	n	85.115	(P-15926/89; A-1919)		
2675.240	n	(A-4158)	n	100.10	(P-15960/89; A-1953)		
2675.250	n	(A-4158)	n	100.30	(P-15960/89; A-1953)		
2675.260	n	(A-4158)	n	105.10	(P-15968/89; A-1961)		
2675.Ap.A	am	(A-4158)	am	105.30	(P-15968/89; A-1961)		
2676.10	n	(A-4151)	n	110.20	(P-8777; A-15322)		
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2676.30	n	(A-4151)	n	110.90	(P-8759; A-15304)		
2676.40	n	(A-4151)	n		(P-16861/89; A-3416) (P-8759; A-15304)		
2676.50	n	(A-4151)	n	110.110	(P-16861/89; A-3416) (P-8759; A-15304)		
2676.60	n	(A-4151)	n	110.120	(P-15911/89; A-1907)		
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2700.25	n	(A-11982)	n				
2700.26	n	(A-11982)	n				

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TITLE 11 (CONT.)	
1424.355	am
1428.130	am
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130.100	am
130.110	am
130.120	am
130.130	am
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130.201	am
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130.832	am
130.840	am
130.841	am
130.842	am
130.844	am
130.846	am
130.847	am
130.852	n
130.860	am
130.1100	am
130.1101	am
130.1102	am
130.1103	n

(P-19690)	130.1104	n	(P-16302/89; A-5188)
(P-8948; A-17633)	130.1105	n	(P-16302/89; A-5188)
(P-10675; A-20042)	130.1106	n	(P-16302/89; A-5188)
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	130.1109	n	(P-16302/89; A-5188)
	130.1110	#	(P-16302/89; A-5188)
	130.1111	#	(P-16302/89; A-5188)
	130.1111	am	(P-16302/89; A-5188)
	130.1112	am	(P-16302/89; A-5188)
	130.1112	am	(P-16302/89; A-5188)
	130.1113	n	(P-16302/89; A-5188)
	130.1114	n	(P-16302/89; A-5188)
	130.1115	n	(P-16302/89; A-5188)
	130.1116	n	(P-16302/89; A-5188)
	130.1117	n	(P-16302/89; A-5188)
	130.1118	n	(P-16302/89; A-5188)
	130.1119	n	(P-16302/89; A-5188)
	130.1120	n	(P-16302/89; A-5188)
	130.1121	am	(P-16302/89; A-5188)
	130.1122	am	(P-16302/89; A-5188)
	130.1123	am	(P-16302/89; A-5188)
	130.1124	n	(P-16302/89; A-5188)
	130.1125	n	(P-16302/89; A-5188)
	130.1126	n	(P-16302/89; A-5188)
	130.1127	n	(P-16302/89; A-5188)
	130.1128	n	(P-16302/89; A-5188)
	130.1129	n	(P-16302/89; A-5188)
	130.1320	n	(P-16302/89; A-5188)
	130.1320	n	(P-16302/89; A-5188)
	130.Ap.A	n	(P-16302/89; A-5188)
	130.Ap.B	n	(P-16302/89; A-5188)
	130.Ap.C	n	(P-16302/89; A-5188)
	130.Ap.D	n	(P-16302/89; A-5188)
	170.20	n	(P-14824/89; A-1480)
	510.110	n	(P-13072) (E-13298)
	510.120	n	(P-13072) (E-13298)
	510.130	n	(P-13072) (E-13298)
	510.140	n	(P-13072) (E-13298)
	510.150	n	(P-13072) (E-13298)
	510.160	n	(P-13072) (E-13298)
	510.170	n	(P-13072) (E-13298)
	510.175	n	(P-13072) (E-13298)
	510.180	n	(P-13072) (E-13298)
	510.185	n	(P-13072) (E-13298)
	510.190	n	(P-13072) (E-13298)
	510.195	n	(P-13072) (E-13298)
	510.200	n	(P-13072) (E-13298)
	510.205	n	(P-13072) (E-13298)
	520.315	am	(P-13060)
	520.740	am	(P-13060)
	520.800	r	(P-13060)
	520.810	r	(P-13060)
	520.820	r	(P-13060)
	520.830	r	(P-13060)
	520.900	am	(P-15975/89; A-3445)
	520.910	am	(P-15975/89; A-3445)
	520.930	am	(P-13060)
	520.1010	am	(P-13060)
	525.10	n	(P-13356/89; A-1968)
	525.20	n	(P-13356/89; A-1968)
	525.30	n	(P-13356/89; A-1968)
	525.40	n	(P-13356/89; A-1968)

[illegible]

TITLE 14 (CONT'D)		TITLE 13	
545.440	(P-13356/89; A-1968)	545.440	(P-19336/89; A-9016)
545.450	(P-13356/89; A-1968)	545.450	(P-19336/89; A-9016)
545.460	(P-13356/89; A-1968)	545.460	(P-19336/89; A-9016)
545.470	(P-13356/89; A-1968)	545.470	(P-19336/89; A-9016)
545.480	(P-13356/89; A-1968)	545.480	(P-19336/89; A-9016)
545.490	(P-11022)	545.490	(P-19336/89; A-9016)
545.495	(P-11022)	545.495	(P-19336/89; A-9016)
550.110	(P-11022)	550.110	(P-17567/89; A-5091)
550.120	(P-11022)	550.120	(P-17567/89; A-5091) (P-8782)
550.130	(P-11022)	550.130	(P-17567/89; A-5091)
550.140	(P-11022)	550.140	(P-17567/89; A-5091)
550.150	(P-11022)	550.150	(P-17567/89; A-5091)
550.160	(P-11022)	550.160	(P-17567/89; A-5091)
550.170	(P-11022)	550.170	(P-17567/89; A-5091)
550.180	(P-11022)	550.180	(P-17567/89; A-5091)
550.190	(P-11022)	550.190	(P-17567/89; A-5091)
550.200	(P-11022)	550.200	(P-17567/89; A-5091)
550.210	(P-11022)	550.210	(P-17567/89; A-5091)
550.220	(P-11022)	550.220	(P-17567/89; A-5091)
550.230	(P-11022)	550.230	(P-17567/89; A-5091)
550.240	(P-11022)	550.240	(P-17567/89; A-5091)
550.250	(P-11022)	550.250	(P-17567/89; A-5091)
550.260	(P-11022)	550.260	(P-17567/89; A-5091)
550.270	(P-11022)	550.270	(P-17567/89; A-5091)
550.280	(P-11022)	550.280	(P-17567/89; A-5091)
550.290	(P-11022)	550.290	(P-17567/89; A-5091)
550.300	(P-11022)	550.300	(P-17567/89; A-5091)
550.310	(P-11022)	550.310	(P-17567/89; A-5091)
550.320	(P-11022)	550.320	(P-17567/89; A-5091)
550.330	(P-11022)	550.330	(P-17567/89; A-5091)
550.340	(P-11022)	550.340	(P-17567/89; A-5091)
550.350	(P-11022)	550.350	(P-17567/89; A-5091)
550.360	(P-11022)	550.360	(P-17567/89; A-5091)
550.370	(P-11022)	550.370	(P-17567/89; A-5091)
550.380	(P-11022)	550.380	(P-17567/89; A-5091)
550.390	(P-11022)	550.390	(P-17567/89; A-5091)
550.400	(P-11022)	550.400	(P-17567/89; A-5091)
550.410	(P-11022)	550.410	(P-17567/89; A-5091)
550.420	(P-11022)	550.420	(P-17567/89; A-5091)
550.430	(P-11022)	550.430	(P-17567/89; A-5091)
550.440	(P-11022)	550.440	(P-17567/89; A-5091)
550.450	(P-11022)	550.450	(P-17567/89; A-5091)
550.460	(P-11022)	550.460	(P-17567/89; A-5091)
550.470	(P-11022)	550.470	(P-17567/89; A-5091)
550.480	(P-11022)	550.480	(P-17567/89; A-5091)
550.490	(P-11022)	550.490	(P-17567/89; A-5091)
550.500	(P-11022)	550.500	(P-17567/89; A-5091)
550.510	(P-11022)	550.510	(P-17567/89; A-5091)
550.520	(P-11022)	550.520	(P-17567/89; A-5091)
550.530	(P-11022)	550.530	(P-17567/89; A-5091)
550.540	(P-11022)	550.540	(P-17567/89; A-5091)
550.550	(P-11022)	550.550	(P-17567/89; A-5091)
550.560	(P-11022)	550.560	(P-17567/89; A-5091)
550.570	(P-11022)	550.570	(P-17567/89; A-5091)
550.580	(P-11022)	550.580	(P-17567/89; A-5091)
550.590	(P-11022)	550.590	(P-17567/89; A-5091)
550.600	(P-11022)	550.600	(P-17567/89; A-5091)
550.610	(P-11022)	550.610	(P-17567/8

TITLE 17 (CONT'D)		TITLE 20 (CONT'D)		TITLE 23	
1530.10	am	(P-11047; A-18239)	3040.60	n	O-17712)
1530.60	am	(P-11047; A-18239)		n	O-17712)
1535.10	am	(P-20117)	3040.70	n	O-17712)
1536.10	am	(P-8289; A-18244)		n	O-17712)
1536.20	am	(P-8289; A-18244)	3040.80	n	(P-442; RC-5896; A-6106)
1536.25	n	(P-8289; A-18244)	3040.Ap.A	n	(A-6106)
1536.30	am	(P-8289; A-18244)	3040.Ap.B	n	(P-18380)
1536.40	am	(P-8289; A-18244)	3040.Ap.C	n	(P-18380)
1536.50	am	(P-8289; A-18244)	3040.Ap.D	n	(P-18380)
1536.60	am	(P-8289; A-18244)	3040.Ap.E	n	(P-18380)
1536.70	am	(P-8289; A-18244)	3040.Ap.F	n	(P-18380)
1536.80	am	(P-8289; A-18244)	3040.Ap.F	n	(P-18380)
1536.100	am	(P-8289; A-18244)	4180.110	n	(P-20130)
1537.1	am	(P-8289; A-18244)	4180.120	n	(P-20130)
1537.10	am	(P-8273; A-18222)	4180.130	n	(P-20130)
1537.15	am	(P-8273; A-18222)	4180.200	n	(P-20130)
1537.20	am	(P-8273; A-18222)	4180.250	n	(P-20130)
1537.25	am	(P-8273; A-18222)	4180.300	n	(P-20130)
1537.30	am	(P-8273; A-18222)	4180.350	n	(P-20130)
1537.35	r	(P-8273; A-18222)	4180.400	n	(P-20130)
1537.40	am	(P-8273; A-18222)	4180.450	n	(P-20130)
1537.42	n	(P-8273; A-18222)	4180.500	n	(P-20130)
1537.45	am	(P-8273; A-18222)	4180.550	n	(P-20130)
1537.50	am	(P-8273; A-18222)	4180.600	n	(P-20130)
1537.55	am	(P-8273; A-18222)	4180.650	n	(P-20130)
1537.60	am	(P-8273; A-18222)	4180.700	n	(P-20130)
1537.65	am	(P-8273; A-18222)	4180.750	n	(P-20130)
1537.70	am	(P-8273; A-18222)	4180.800	n	(P-20130)
1537.75	am	(P-8273; A-18222)		n	(P-20130)
1537.80	am	(P-8273; A-18222)		n	(P-20130)
1537.85	am	(P-8273; A-18222)		n	(P-20130)
1537.90	n	(P-8273; A-18222)	107.145	n	(P-19507) (E-20074)
1537.Ex.A	am	(P-8273; A-18222)	107.210	am	(P-12125; A-18461) (E-12273;
1537.Ex.B	am	(P-8273; A-18222)		am	O-15623; M-15600)
1590.20	am	(P-17174/89; A-6088)	405.15	am	(E-19389)
1590.50	am	(P-17174/89; A-6088)	405.17	am	(E-19389)
1590.70	am	(P-17174/89; A-6088)	405.20	am	(E-19389)
1590.80	am	(P-17174/89; A-6088)	405.50	am	(E-19389)
1590.90	am	(P-17174/89; A-6088)	405.60	am	(E-19389)
1590.100	am	(P-17174/89; A-6088)	405.70	am	(E-19389)
1590.Ap.A	n	(P-16174)	415.15	am	(E-13316) (P-15228)
3030.40	am	(P-17174/89; A-6088)	415.20	am	(E-13316) (P-15228)
3030.40	am	(P-478; A-6149)	415.70	am	(P-15228)
3030.40	am	(P-478; A-6149)	460.10	n	(E-13316) (P-15228; O-21107)
3030.50	am	(P-478; A-6149)	460.12	n	(E-17084) (P-18421)
3030.50	am	(P-478; A-6149)	460.15	n	(E-17084) (P-18421)
3030.50	am	(P-478; A-6149)	460.20	n	(E-17084) (P-18421)
3030.50	am	(P-18365)	460.30	n	(E-17084) (P-18421)
3030.50	am	(P-18365)	460.40	n	(E-17084) (P-18421)
3030.50	am	(P-18365)	460.50	n	(E-17084) (P-18421)
3030.50	am	(P-18365)	460.60	n	(E-17084) (P-18421)
3030.50	am	(P-18365)	460.70	n	(E-17084) (P-18421)
3030.50	am	(P-18365)	460.80	n	(E-17084) (P-18421)
3040.10	n	(P-442; RC-5896; A-6106;	460.90	n	(E-17084) (P-18421)
3040.20	n	(P-442; RC-5896; A-6106;	525.110	am	(P-12345; A-19875)
3040.30	n	(P-442; RC-5896; A-6106;	525.130	am	(P-12345; A-19875)
3040.40	n	(P-442; RC-5896; A-6106;	525.140	am	(P-12345; A-19875)
3040.50	n	(P-442; RC-5896; A-6106;	525.150	am	(P-18052/89; A-5114)
	n	(P-442; RC-5896; A-6106;	525.210	am	(P-12345; A-19875)
	n	(P-442; RC-5896; A-6106;	525.230	am	(P-12345; A-19875)
	n	(P-442; RC-5896; A-6106;	535.10	am	(P-18040/89; A-6765)
	n	(P-442; RC-5896; A-6106;		n	(P-18040/89; A-6765)

TITLE 23 (CONT'D)

226.40	r	(E-11364; O-15625; R-18864)	451.190	r	(P-9082/89; A-7593)
226.520	am	(E-11364; O-15625; R-18864)	451.195	r	(P-9082/89; A-7593)
226.525	am	(E-11364; O-15625; R-18864)	451.200	n	(P-9133/89; RC-4747; A-7518)
226.552	am	(E-11364; O-15625; R-18864)	451.210	n	(P-9082/89; A-7593)
226.552	am	(E-11364; O-15625; R-18864)	451.220	n	(P-9133/89; RC-4747; A-7518)
226.552	am	(E-11364; O-15625; R-18864)	451.220	r	(P-9082/89; A-7593)
226.555	am	(E-11364; O-15625; R-18864)	451.230	n	(P-9133/89; RC-4747; A-7518)
226.560	am	(E-11364; O-15625; R-18864)	451.235	n	(P-9082/89; A-7593)
226.562	am	(E-11364; O-15625; R-18864)	451.240	n	(P-9133/89; RC-4747; A-7518)
226.605	am	(E-11364; O-15625; R-18864)	451.250	n	(P-9082/89; A-7593)
226.612	r	(E-11364; O-15625; R-18864)	451.260	n	(P-9133/89; RC-4747; A-7518)
226.615	am	(E-11364; O-15625; R-18864)	451.270	n	(P-9082/89; A-7593)
226.620	r	(E-11364; O-15625; R-18864)	451.280	n	(P-9133/89; RC-4747; A-7518)
226.680	am	(E-11364; O-15625; R-18864)	451.290	n	(P-9082/89; A-7593)
226.684	am	(E-11364; O-15625; R-18864)	451.300	n	(P-9133/89; RC-4747; A-7518)
226.720	am	(E-11364; O-15625; R-18864)	451.310	r	(P-9082/89; A-7593)
226.730	am	(E-11364; O-15625; R-18864)	451.320	r	(P-9133/89; RC-4747; A-7518)
250.70	am	(P-1645; A-12452)	451.330	r	(P-9082/89; A-7593)
253.30	am	(P-8424; A-20714)	451.340	r	(P-9133/89; RC-4747; A-7518)
260.10	am	(P-8424; A-20714)	451.350	r	(P-9082/89; A-7593)
260.40	am	(E-6411; P-5921; A-17954)	451.360	r	(P-9133/89; RC-4747; A-7518)
275.30	n	(P-9133/89; RC-4747; A-7518)	451.370	r	(P-9082/89; A-7593)
451.10	n	(P-9082/89; A-7593)	451.380	r	(P-9133/89; RC-4747; A-7518)
451.10	n	(P-9133/89; RC-4747; A-7518)	451.390	r	(P-9082/89; A-7593)
451.20	n	(P-9082/89; A-7593)	451.400	r	(P-9133/89; RC-4747; A-7518)
451.20	r	(P-9133/89; RC-4747; A-7518)	451.410	r	(P-9082/89; A-7593)
451.30	n	(P-9082/89; A-7593)	451.420	r	(P-9133/89; RC-4747; A-7518)
451.30	n	(P-9133/89; RC-4747; A-7518)	451.430	r	(P-9082/89; A-7593)
451.40	n	(P-9082/89; A-7593)	451.440	r	(P-9133/89; RC-4747; A-7518)
451.40	n	(P-9133/89; RC-4747; A-7518)	451.450	r	(P-9082/89; A-7593)
451.50	n	(P-9082/89; A-7593)	451.460	r	(P-9133/89; RC-4747; A-7518)
451.50	n	(P-9133/89; RC-4747; A-7518)	451.470	r	(P-9082/89; A-7593)
451.60	n	(P-9082/89; A-7593)	451.480	r	(P-9133/89; RC-4747; A-7518)
451.70	n	(P-9133/89; RC-4747; A-7518)	451.490	r	(P-9082/89; A-7593)
451.80	n	(P-9082/89; A-7593)	451.500	r	(P-9133/89; RC-4747; A-7518)
451.90	n	(P-9133/89; RC-4747; A-7518)	451.510	r	(P-9082/89; A-7593)
451.100	n	(P-9082/89; A-7593)	451.520	r	(P-9133/89; RC-4747; A-7518)
451.110	n	(P-9133/89; RC-4747; A-7518)	451.530	n	(P-9082/89; A-7593)
451.110	n	(P-9082/89; A-7593)	451.540	n	(P-9133/89; RC-4747; A-7518)
451.120	n	(P-9133/89; RC-4747; A-7518)	451.550	n	(P-9082/89; A-7593)
451.120	n	(P-9082/89; A-7593)	451.560	n	(P-9133/89; RC-4747; A-7518)
451.130	n	(P-9133/89; RC-4747; A-7518)	451.570	n	(P-9082/89; A-7593)
451.140	n	(P-9082/89; A-7593)	451.580	n	(P-9133/89; RC-4747; A-7518)
451.150	n	(P-9133/89; RC-4747; A-7518)	451.590	n	(P-9082/89; A-7593)
451.155	r	(P-9082/89; A-7593)	500.10	am	(P-9133/89; RC-4747; A-7518)
451.160	r	(P-9133/89; RC-4747; A-7518)	500.20	am	(P-9082/89; A-7593)
451.165	r	(P-9082/89; A-7593)	500.80	am	(P-9133/89; RC-4747; A-7518)
451.170	r	(P-9133/89; RC-4747; A-7518)	500.90	am	(P-9082/89; A-7593)
451.175	r	(P-9082/89; A-7593)	1000.10	am	(P-9133/89; RC-4747; A-7518)
451.180	r	(P-9133/89; RC-4747; A-7518)	1000.30	am	(P-9082/89; A-7593)
451.185	r	(P-9082/89; A-7593)	1000.40	am	(P-9133/89; RC-4747; A-7518)
	r	(P-9082/89; A-7593)	1000.60	am	(P-9082/89; A-7593)

TITLE 23 (CONT'D)

1010.25	n	(E-20390/89; O-3275; R-4271; A-7497)	2700.30	am	(P-18207/89; A-10538)
1010.30	am	(E-20390/89; O-3275; R-4271; A-7497)	2700.40	am	(P-18207/89; A-10538)
1010.40	r	(E-20390/89; O-3275; R-4271; A-7497)	2700.50	am	(P-18207/89; A-10538)
1020.10	am	(P-14521/89; A-2020)	2720.10	am	(P-18222/89; A-10553)
1020.30	am	(P-14521/89; A-2020)	2720.20	am	(P-18222/89; A-10553)
1020.40	am	(P-14521/89; A-2020)	2720.30	am	(E-4266)
1020.50	am	(P-14521/89; A-2020)	2720.40	am	(P-2300; A-10941)
1020.60	am	(P-14521/89; A-2020)	2720.50	am	(P-18222/89; A-10553)
1025.20	am	(P-14516/89; A-2015)	2720.120	am	(P-18222/89; A-10553)
1025.30	am	(P-14516/89; A-2015)	2720.210	n	(P-2300; A-10941)
1036.10	am	(P-16234/89; A-5118)	2730.10	am	(P-18222/89; A-10553)
1036.20	n	(P-16234/89; A-5118)	2731.10	am	(P-18236/89; A-10567)
1036.30	n	(P-16234/89; A-5118)	2731.20	am	(P-18204/89; A-10534)
1036.40	n	(P-16234/89; A-5118)	2732.10	am	(P-18257/89; A-10585)
1036.50	n	(P-16234/89; A-5118)	2732.20	am	(P-18257/89; A-10585)
1036.60	n	(P-16234/89; A-5118)	2733.20	am	(P-18239/89; A-10571)
1036.70	n	(P-16234/89; A-5118)	2733.30	am	(P-18239/89; A-10571)
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1037.30	n	(P-16227/89; A-4508)	2760.40	am	(P-18260/89; A-10589)
1037.40	n	(P-16227/89; A-4508)	2761.10	am	(P-18245/89; A-10578)
1037.50	n	(P-16227/89; A-4508)	2761.20	am	(P-18245/89; A-10578)
1037.60	n	(P-16227/89; A-4508)	2761.30	am	(P-18245/89; A-10578)
1037.70	n	(P-16227/89; A-4508)	2761.40	r	(P-18245/89; A-10578)
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1501.303	am	(P-18890)			
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1501.503	am	(P-18890)			
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310.90	ann	(P-11450)	332.240
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102.261	n	(P-14696/89; A-9210)	215.124	am	(P-16445/89; A-9173)		
102.262	n	(P-14696/89; A-9210)	215.127	n	(P-16445/89; A-9173)		
102.280	n	(P-14696/89; A-9210)	215.128	n	(P-16445/89; A-9173)		
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102.346	n	(P-14696/89; A-9210)	215.483	am	(P-8877)		
102.347	n	(P-14696/89; A-9210)	215.484	am	(P-8877)		
102.348	n	(P-14696/89; A-9210)	215.485	am	(P-8877)		
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106.602	am	(P-14634/89; A-9442)	215.582	am	(P-16445/89; A-9173)		
106.604	am	(P-14634/89; A-9442)	215.584	am	(P-16445/89; A-9173)		
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174.305	am	(P-16242/89; A-4891)	232.110	n	(P-8905)		
174.306	am	(P-16242/89; A-4891)	232.120	n	(P-8905)		
174.308	am	(P-16242/89; A-4891)	232.200	n	(P-8905)		
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174.501	am	(P-16242/89; A-4891)	232.310	n	(P-8905)		
174.502	am	(P-16242/89; A-4891)	232.320	n	(P-8905)		
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181.203	n	(P-6520; A-14392)		n	(P-8905)		
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232.Ap.A	n	(P-8905)			(P-14172/89; O-2120; R-2960; A-2899)		
232.Ap.B	n	(P-8905)	302.603	n	(P-14172/89; O-2120; R-2960; A-2899)		
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241.102	n	(P-6977)	302.606	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.103	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.104	n	(P-6977)	302.612	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.120	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.121	n	(P-17412)	302.615	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.122	n	(P-17412)			(P-14172/89; O-2120; R-2960; A-2899)		
241.140	n	(P-6977)	302.618	n	(P-14172/89; O-2120; R-2960; A-2899)		
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241.144	n	(P-6977)	302.627	n	(P-14172/89; O-2120; R-2960; A-2899)		
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241.162	n	(P-6977)	302.633	n	(P-14172/89; O-2120; R-2960; A-2899)		
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241.221	n	(P-6977)	302.648	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.223	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.224	n	(P-6977)	302.651	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.225	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.226	n	(P-6977)	302.654	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.227	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.228	n	(P-6977)	302.657	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.229	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.230	n	(P-6977)	302.658	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.231	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.232	n	(P-6977)	302.660	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.233	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.250	n	(P-6977)	302.663	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.251	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.252	n	(P-6977)	302.666	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.253	n	(P-6977)			(P-14172/89; O-2120; R-2960; A-2899)		
241.254	n	(P-6977)	302.669	n	(P-14172/89; O-2120; R-2960; A-2899)		
241.255	n	(P-6977)			(P-17862)		
241.256	n	(P-6977)	303.203	am	(P-17661/89; A-9460)		
241.257	n	(P-6977)	303.430	n	(P-9784; A-20724)		
241.258	n	(P-6977)	303.431	n	(P-9204/89; A-6777)		
241.259	n	(P-6977)	304.123	am	(P-2999) (P-9700)		
241.270	n	(P-6977)	304.211	n	(P-11093; A-20719)		
241.Ap.A	n	(P-6977)	304.218	n	(P-17633/89; A-9437)		
Tb.1	n	(P-6977)	304.221	n	(P-20230/89; A-12538)		
301.106	n	(P-14152/89; A-2879)	305.122	am	(P-14159/89; A-2888)		
301.107	n	(P-14152/89; A-2879)	305.202	am	(P-13173/89; A-9449)		
301.108	n	(P-14152/89; A-2879)	306.503	am	(P-7530/89; A-3100)		
302.100	n	(P-14172/89; A-2899)	307.1102	am	(P-20257/89; A-7620)		
302.101	am	(P-14172/89; A-2899)	307.2490	am	(P-20257/89; A-7620)		
302.102	am	(P-14172/89; A-2899)	307.2491	am	(P-20257/89; A-7620)		
302.103	am	(P-14172/89; A-2899)	307.8103	am	(P-20257/89; A-7620)		

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TITLE 35 (CONT'D)											
691.302	n		(P-15164/89; A-2045)			725.321	ann		(P-9754; A-16498)		
691.303	n		(P-15164/89; A-2045)			725.373	ann		(P-9754; A-16498)		
691.304	n		(P-15164/89; A-2045)			726.120	ann		(P-6660; A-14533)		
691.305	n		(P-15164/89; A-2045)			728.101	ann		(P-6597; A-14470)		
691.306	n		(P-15164/89; A-2045)			728.105	ann		(P-6597; A-14470)		
691.307	n		(P-15164/89; A-2045)			728.106	ann		(P-6597; A-14470)		
691.308	n		(P-15164/89; A-2045)			728.107	ann		(P-6597; A-14470)		
691.309	n		(P-15164/89; A-2045)			728.108	ann		(P-6597; A-14470)		
691.310	n		(P-15164/89; A-2045)			728.109	ann		(P-6597; A-14470)		
691.311	n		(P-15164/89; A-2045)			728.110	ann		(P-6597; A-14470)		
691.312	n		(P-15164/89; A-2045)			728.111	ann		(P-6597; A-14470)		
691.313	n		(P-15164/89; A-2045)			728.112	ann		(P-6597; A-14470)		
691.314	n		(P-15164/89; A-2045)			728.113	ann		(P-6597; A-14470)		
691.315	n		(P-15164/89; A-2045)			728.114	ann		(P-6597; A-14470)		
691.316	n		(P-15164/89; A-2045)			728.115	ann		(P-6597; A-14470)		
691.317	n		(P-15164/89; A-2045)			728.116	ann		(P-6597; A-14470)		
691.318	n		(P-15164/89; A-2045)			728.117	ann		(P-6597; A-14470)		
691.319	n		(P-15164/89; A-2045)			728.118	ann		(P-6597; A-14470)		
691.320	n		(P-15164/89; A-2045)			728.119	ann		(P-6597; A-14470)		
691.321	n		(P-15164/89; A-2045)			728.120	ann		(P-6597; A-14470)		
691.322	n		(P-15164/89; A-2045)			728.121	ann		(P-6597; A-14470)		
691.323	n		(P-15164/89; A-2045)			728.122	ann		(P-6597; A-14470)		
691.324	n		(P-15164/89; A-2045)			728.123	ann		(P-6597; A-14470)		
691.325	n		(P-15164/89; A-2045)			728.124	ann		(P-6597; A-14470)		
691.326	n		(P-15164/89; A-2045)			728.125	ann		(P-6597; A-14470)		
691.327	n		(P-15164/89; A-2045)			728.126	ann		(P-6597; A-14470)		
691.328	n		(P-15164/89; A-2045)			728.127	ann		(P-6597; A-14470)		
691.329	n		(P-15164/89; A-2045)			728.128	ann		(P-6597; A-14470)		
691.330	n		(P-15164/89; A-2045)			728.129	ann		(P-6597; A-14470)		
691.331	n		(P-15164/89; A-2045)			728.130	ann		(P-6597; A-14470)		
691.332	n		(P-15164/89; A-2045)			728.131	ann		(P-6597; A-14470)		
691.333	n		(P-15164/89; A-2045)			728.132	ann		(P-6597; A-14470)		
691.334	n		(P-15164/89; A-2045)			728.133	ann		(P-6597; A-14470)		
691.335	n		(P-15164/89; A-2045)			728.134	ann		(P-6597; A-14470)		
691.336	n		(P-15164/89; A-2045)			728.135	ann		(P-6597; A-14470)		
691.337	n		(P-15164/89; A-2045)			728.136	ann				

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TITLE 35 (CONT'D)							
738.121	n	(P-18110/89; A-3059)	811.202	n	(P-3923; A-15861)		
738.122	n	(P-18110/89; A-3059)	811.203	n	(P-3923; A-15861)		
738.123	n	(P-18110/89; A-3059)	811.204	n	(P-3923; A-15861)		
738.124	n	(P-18110/89; A-3059)	811.205	n	(P-3923; A-15861)		
807.100	n	(P-3902; A-15832)	811.206	n	(A-15861)		
807.105	n	(P-13468/89; A-14043)	811.207	n	(A-15861)		
808.101	n	(P-13468/89; A-14043)	811.301	n	(P-3923; A-15861)		
808.110	n	(P-13468/89; A-14043)	811.302	n	(P-3923; A-15861)		
808.111	n	(P-13468/89; A-14043)	811.303	n	(P-3923; A-15861)		
808.121	n	(P-13468/89; A-14043)	811.304	n	(P-3923; A-15861)		
808.122	n	(P-13468/89; A-14043)	811.305	n	(P-3923; A-15861)		
808.123	n	(P-13468/89; A-14043)	811.306	n	(P-3923; A-15861)		
808.240	n	(P-13468/89; A-14043)	811.307	n	(P-3923; A-15861)		
808.241	n	(P-13468/89; A-14043)	811.308	n	(P-3923; A-15861)		
808.242	n	(P-13468/89; A-14043)	811.309	n	(P-3923; A-15861)		
808.243	n	(P-13468/89; A-14043)	811.310	n	(P-3923; A-15861)		
808.244	n	(P-13468/89; A-14043)	811.311	n	(P-3923; A-15861)		
808.245	n	(P-13468/89; A-14043)	811.312	n	(P-3923; A-15861)		
808.300	n	(P-13468/89; A-14043)	811.313	n	(P-3923; A-15861)		
808.301	n	(P-13468/89; A-14043)	811.314	n	(P-3923; A-15861)		
808.302	n	(P-13468/89; A-14043)	811.315	n	(P-3923; A-15861)		
808.400	n	(P-13468/89; A-14043)	811.316	n	(P-3923; A-15861)		
808.401	n	(P-13468/89; A-14043)	811.317	n	(P-3923; A-15861)		
808.402	n	(P-13468/89; A-14043)	811.318	n	(P-3923; A-15861)		
808.410	n	(P-13468/89; A-14043)	811.319	n	(P-3923; A-15861)		
808.411	n	(P-13468/89; A-14043)	811.320	n	(P-3923; A-15861)		
808.412	n	(P-13468/89; A-14043)	811.321	n	(P-3923; A-15861)		
808.413	n	(P-13468/89; A-14043)	811.322	n	(P-3923; A-15861)		
808.420	n	(P-13468/89; A-14043)	811.323	n	(P-3923; A-15861)		
808.430	n	(P-13468/89; A-14043)	811.401	n	(P-3923; A-15861)		
808.431	n	(P-13468/89; A-14043)	811.402	n	(P-3923; A-15861)		
808.501	n	(P-13468/89; A-14043)	811.403	n	(P-3923; A-15861)		
808.502	n	(P-13468/89; A-14043)	811.404	n	(P-3923; A-15861)		
808.520	n	(P-13468/89; A-14043)	811.405	n	(P-3923; A-15861)		
808.521	n	(P-13468/89; A-14043)	811.406	n	(P-3923; A-15861)		
808.522	n	(P-13468/89; A-14043)	811.501	n	(P-3923; A-15861)		
808.541	n	(P-13468/89; A-14043)	811.502	n	(P-3923; A-15861)		
808.542	n	(P-13468/89; A-14043)	811.503	n	(P-3923; A-15861)		
808.543	n	(P-13468/89; A-14043)	811.504	n	(P-3923; A-15861)		
808.544	n	(P-13468/89; A-14043)	811.505	n	(P-3923; A-15861)		
808.545	n	(P-13468/89; A-14043)	811.506	n	(P-3923; A-15861)		
808.600	n	(P-13468/89; A-14043)	811.507	n	(P-3923; A-15861)		
808.601	n	(P-13468/89; A-14043)	811.508	n	(P-3923; A-15861)		
808.602	n	(P-13468/89; A-14043)	811.509	n	(P-3923; A-15861)		
808.603	n	(P-13468/89; A-14043)	811.700	n	(P-3923; A-15861)		
809.103	am	(P-13699/89; A-14076)	811.701	n	(P-3923; A-15861)		
809.211	am	(P-13699/89; A-14076)	811.702	n	(P-3923; A-15861)		
809.501	am	(P-13699/89; A-14076)	811.703	n	(P-3923; A-15861)		
810.101	n	(P-3909; A-15838)	811.704	n	(P-3923; A-15861)		
810.102	n	(P-3909; A-15838)	811.705	n	(P-3923; A-15861)		
810.103	n	(P-3909; A-15838)	811.706	n	(P-3923; A-15861)		
810.104	n	(P-3909; A-15838)	811.707	n	(P-3923; A-15861)		
811.101	n	(P-3923; A-15861)	811.708	n	(P-3923; A-15861)		
811.102	n	(P-3923; A-15861)	811.709	n	(P-3923; A-15861)		
811.103	n	(P-3923; A-15861)	811.710	n	(P-3923; A-15861)		
811.104	n	(P-3923; A-15861)	811.711	n	(P-3923; A-15861)		
811.105	n	(P-3923; A-15861)	811.712	n	(P-3923; A-15861)		
811.106	n	(P-3923; A-15861)	811.713	n	(P-3923; A-15861)		
811.107	n	(P-3923; A-15861)	811.714	n	(P-3923; A-15861)		
811.108	n	(P-3923; A-15861)	811.715	n	(P-3923; A-15861)		
811.109	n	(P-3923; A-15861)	811.716	n	(P-3923; A-15861)		
811.110	n	(P-3923; A-15861)	811.717	n	(P-3923; A-15861)		
811.111	n	(P-3923; A-15861)	811.718	n	(P-3923; A-15861)		
811.201	n	(P-3923; A-15861)	811.719	n	(P-3923; A-15861)		

[illegible]

TITLE 38 (CONTD.)			TITLE 41 (CONTD.)			TITLE 44			TITLE 47		
1075.910	(P-14758) (E-15029)	n	1075.1265	(P-14758) (E-15029)	n	140.215	(P-4781; A-19185)	am	250.Ap.A	(P-5322)	n
1075.915	(P-14758) (E-15029)	n	1075.1270	(P-14758) (E-15029)	n	140.220	(P-4781; A-19185)	am	251.10	(E-8194; CC-8739; O-15631)	n
1075.920	(P-14758) (E-15029)	n	1075.1275	(P-14758) (E-15029)	n	140.225	(P-4781; A-19185)	am	251.20	(E-8194; CC-8739; O-15631)	n
1075.925	(P-14758) (E-15029)	n	1075.1280	(P-14758) (E-15029)	n	140.230	(P-4781; A-19185)	am	251.30	(E-8194; CC-8739; O-15631)	n
1075.930	(P-14758) (E-15029)	n	1075.1285	(P-14758) (E-15029)	n	140.240	(P-4781; A-19185)	am	251.40	(E-8194; CC-8739; O-15631)	n
1075.935	(P-14758) (E-15029)	n	1075.1290	(P-14758) (E-15029)	n	140.250	(P-4781; A-19185)	am	251.50	(E-8194; CC-8739; O-15631)	n
1075.935	(P-14758) (E-15029)	n	1075.1295	(P-14758) (E-15029)	n	140.260	(P-4781; A-19185)	n	251.60	(E-8194; CC-8739; O-15631)	n
1075.940	(P-14758) (E-15029)	n	1075.1300	(P-14758) (E-15029)	n	140.290	(P-4781; A-19185)	am	251.70	(E-8194; CC-8739; O-15631)	n
1075.945	(P-14758) (E-15029)	n	1075.1305	(P-14758) (E-15029)	n	140.325	(P-4781; A-19185)	am	251.Ap.A	(E-8194; CC-8739; O-15631)	n
1075.950	(P-14758) (E-15029)	n	1075.1310	(P-14758) (E-15029)	n	140.390	(P-4781; A-19185)	am	.II.A	(E-8194; CC-8739; O-15631)	n
1075.955	(P-14758) (E-15029)	n	1075.1315	(P-14758) (E-15029)	n	170.310	(P-12373)	am	.II.B	(E-8194; CC-8739; O-15631)	n
1075.960	(P-14758) (E-15029)	n	1075.1320	(P-14758) (E-15029)	n	170.670	(P-63; A-5781)	am			
1075.965	(P-14758) (E-15029)	n	1075.1325	(P-14758) (E-15029)	n	250.10	(P-5322)	n			
1075.970	(P-14758) (E-15029)	n	1075.1400	(P-14758) (E-15029)	n	250.20	(P-5322)	n	5010.110	(P-8271; A-15775) (E-8714; O-13033)	am
1075.975	(P-14758) (E-15029)	n	1075.1405	(P-14758) (E-15029)	n	250.25	(P-5322)	n	5010.610	(P-8271; A-15775) (E-8714; O-13033)	am
1075.980	(P-14758) (E-15029)	n	1075.1410	(P-14758) (E-15029)	n	250.30	(P-5322)	n	5010.660	(P-8271; A-15775) (E-8714; O-13033)	am
1075.985	(P-14758) (E-15029)	n	1075.1415	(P-14758) (E-15029)	n	250.40	(P-5322)	n	5010.670	(P-8271; A-15775) (E-8714; O-13033)	am
1075.990	(P-14758) (E-15029)	n	1075.1420	(P-14758) (E-15029)	n	250.50	(P-5322)	n	5010.710	(P-8271; A-15775) (E-8714; O-13033)	am
1075.995	(P-14758) (E-15029)	n	1075.1425	(P-14758) (E-15029)	n	250.55	(P-5322)	n	5010.720	(P-8271; A-15775) (E-8714; O-13033)	am
1075.1000	(P-14758) (E-15029)	n	1075.1430	(P-14758) (E-15029)	n	250.60	(P-5322)	n	5010.730	(P-8271; A-15775) (E-8714; O-13033)	am
1075.1005	(P-14758) (E-15029)	n	1075.1435	(P-14758) (E-15029)	n	250.70	(P-5322)	n	5010.740	(P-8271; A-15775) (E-8714; O-13033)	am
1075.1010	(P-14758) (E-15029)	n	1075.1440	(P-14758) (E-15029)	n	250.80	(P-5322)	n	5010.1140	(P-8271; A-15775) (E-8714; O-13033)	am
1075.1015	(P-14758) (E-15029)	n	1075.1445	(P-14758) (E-15029)	n	250.82	(P-5322)	n	5030.110	(P-10983; A-19149) (E-11351; O-15620)	am
1075.1020	(P-14758) (E-15029)	n	1075.1450	(P-14758) (E-15029)	n	250.85	(P-5322)	n	5030.120	(P-10983; A-19149) (E-11351; O-15620)	am
1075.1025	(P-14758) (E-15029)	n	1075.1500	(P-14758) (E-15029)	n	250.90	(P-5322)	n	5030.130	(P-10983; A-19149) (E-11351; O-15620)	am
1075.1030	(P-14758) (E-15029)	n	1075.1510	(P-14758) (E-15029)	n	250.93	(P-5322)	n	5040.110	(P-17403)	am
1075.1035	(P-14758) (E-15029)	n	1075.1520	(P-14758) (E-15029)	n	250.95	(P-5322)	n	5040.350	(P-17403)	am
1075.1040	(P-14758) (E-15029)	n	1075.1530	(P-14758) (E-15029)	n	250.97	(P-5322)	n			
1075.1045	(P-14758) (E-15029)	n	1075.1540	(P-14758) (E-15029)	n	250.201	(P-5322)	n			
1075.1050	(P-14758) (E-15029)	n	1075.1550	(P-14758) (E-15029)	n	250.210	(P-5322)	n			
1075.1055	(P-14758) (E-15029)	n	1075.1600	(P-14758) (E-15029)	n	250.213	(P-5322)	n			
1075.1100	(P-14758) (E-15029)	n	1075.1610	(P-14758) (E-15029)	n	250.215	(P-5322)	n			
1075.1105	(P-14758) (E-15029)	n	1075.1620	(P-14758) (E-15029)	n	250.216	(P-5322)	n			
1075.1110	(P-14758) (E-15029)	n	1075.1630	(P-14758) (E-15029)	n	250.220	(P-5322)	n			
1075.1115	(P-14758) (E-15029)	n	1075.1640	(P-14758) (E-15029)	n	250.225	(P-5322)	n			
1075.1120	(P-14758) (E-15029)	n	1075.1650	(P-14758) (E-15029)	n	250.230	(P-5322)	n			
1075.1125	(P-14758) (E-15029)	n			n	250.232	(P-5322)	n			
1075.1130	(P-14758) (E-15029)	n			n	250.233	(P-5322)	n			
1075.1135	(P-14758) (E-15029)	n			n	250.235	(P-5322)	n			
1075.1140	(P-14758) (E-15029)	n			n	250.235	(P-5322)	n			
1075.1145	(P-14758) (E-15029)	n			am	250.245	(P-5322)	n			
1075.1150	(P-14758) (E-15029)	n	140.8	(P-4781; A-19185)	am	250.250	(P-5322)	n			
1075.1155	(P-14758) (E-15029)	n	140.12	(P-4781; A-19185)	am	250.250	(P-5322)	n			
1075.1160	(P-14758) (E-15029)	n	140.13	(P-4781; A-19185)	am	250.260	(P-5322)	n			
1075.1165	(P-14758) (E-15029)	n	140.15	(P-4781; A-19185)	am	250.265	(P-5322)	n			
1075.1170	(P-14758) (E-15029)	n	140.15	(P-4781; A-19185)	am	250.270	(P-5322)	n			
1075.1175	(P-14758) (E-15029)	n	140.20	(P-4781; A-19185)	am	250.280	(P-5322)	n			
1075.1180	(P-14758) (E-15029)	n	140.40	(P-4781; A-19185)	am	250.290	(P-5322)	n			
1075.1185	(P-14758) (E-15029)	n	140.50	(P-4781; A-19185)	am	250.301	(P-5322)	n			
1075.1190	(P-14758) (E-15029)	n	140.55	(P-4781; A-19185)	am	250.310	(P-5322)	n			
1075.1195	(P-14758) (E-15029)	n	140.60	(P-4781; A-19185)	am	250.315	(P-5322)	n			
1075.1200	(P-14758) (E-15029)	n	140.65	(P-4781; A-19185)	am	250.320	(P-5322)	n			
1075.1205	(P-14758) (E-15029)	n	140.70	(P-4781; A-19185)	am	250.330	(P-5322)	n			
1075.1210	(P-14758) (E-15029)	n	140.80	(P-4781; A-19185)	am	250.340	(P-5322)	n			
1075.1215	(P-14758) (E-15029)	n	140.90	(P-4781; A-19185)	am	250.341	(P-5322)	n			
1075.1220	(P-14758) (E-15029)	n	140.130	(P-4781; A-19185)	am	250.343	(P-5322)	n			
1075.1225	(P-14758) (E-15029)	n	140.140	(P-4781; A-19185)	am	250.344	(P-5322)	n			
1075.1230	(P-14758) (E-15029)	n	140.150	(P-4781; A-19185)	am	250.345	(P-5322)	n			
1075.1235	(P-14758) (E-15029)	n	140.160	(P-4781; A-19185)	am	250.356	(P-5322)	n			
1075.1240	(P-14758) (E-15029)	n	140.171	(P-4781; A-19185)	am	250.358	(P-5322)	n			
1075.1245	(P-14758) (E-15029)	n	140.180	(P-4781; A-19185)	am	250.360	(P-5322)	n			
1075.1250	(P-14758) (E-15029)	n	140.185	(P-4781; A-19185)	am	250.370	(P-5322)	n			
1075.1255	(P-14758) (E-15029)	n	140.190	(P-4781; A-19185)	am	250.380	(P-5322)	n			
1075.1260	(P-14758) (E-15029)	n	140.200	(P-4781; A-19185)	am	250.390	(P-5322)	n			
		n	140.210	(P-4781; A-19185)	am	250.396	(P-5322)	n			
		n			am	250.397	(P-5322)	n			
		n			am	250.398	(P-5322)	n			
		n			am	250.399	(P-5322)	n			
		n			am	250.400	(P-5322)	n			
		n			am	250.401	(P-5322)	n			
		n			am	250.402	(P-5322)	n			
		n			am	250.403	(P-5322)	n			
		n			am	250.404	(P-5322)	n			
		n			am	250.405	(P-5322)	n			
		n			am	250.406	(P-5322)	n			
		n			am	250.407	(P-5322)	n			
		n			am	250.408	(P-5322)	n			
		n			am	250.409	(P-5322)	n			
		n			am	250.410	(P-5322)	n			
		n			am	250.411	(P-5322)	n			
		n			am	250.412	(P-5322)	n			
		n			am	250.413	(P-5322)	n			
		n			am	250.414	(P-5322)	n			
		n			am	250.415	(P-5322)	n			
		n			am	250.416	(P-5322)	n			
		n			am	250.417	(P-5322)	n			
		n			am	250.418	(P-5322)	n			
		n			am	250.419	(P-5322)	n			
		n			am	250.420	(P-5322)	n			
		n			am	250.421	(P-5322)	n			
		n			am	250.422	(P-5322)	n			
		n			am	250.423	(P-5322)	n			
		n			am	250.424	(P-5322)	n			
		n			am	250.425	(P-5322)	n			
		n			am	250.426	(P-5322)	n			
		n			am	250.427	(P-5322)	n			
		n			am	250.428	(P-5322)	n			
		n			am	250.429	(P-5322)	n			
		n			am	250.430	(P-5322)	n			
		n			am	250.431	(P-5322)	n			
		n			am	250.432	(P-5322)	n			
		n			am	250.433	(P-5322)	n			
		n			am	250.434	(P-5322)	n			
		n			am	250.435	(P-5322)	n			
		n			am	250.436	(P-5322)	n			
		n			am	250.437	(P-5322)	n			
		n			am	250.438	(P-5322)	n			
		n			am	250.439	(P-5322)	n			
		n			am	250.440	(P-5322)	n			
		n			am	250.441	(P-5322)	n			
		n			am	250.442	(P-5322)	n			
		n			am	250.443	(P-5322)	n			
		n			am	250.444	(P-5322)	n			
		n			am	250.445	(P-5322)	n			
		n			am	250.446	(P-5322)	n			
		n			am	250.447	(P				

TITLE 47 (CONTD.)			
400.114	n	(P-4451; A-17363) (E-4720)	2007.80
400.115	n	(P-4451; A-17363) (E-4720)	2007.90
400.116	n	(P-4451; A-17363) (E-4720)	2008.30
400.117	n	(P-4451; A-17363) (E-4720)	2008.61
400.118	n	(P-4451; A-17363) (E-4720)	2008.70
410.101	n	(P-4449; A-17357) (E-4712)	2008.80
410.102	n	(P-4449; A-17357) (E-4712)	2008.82
410.103	n	(P-4449; A-17357) (E-4712)	2008.82
410.104	n	(P-4449; A-17357) (E-4712)	2008.90
410.105	n	(P-4449; A-17357) (E-4712)	2008.100
410.106	n	(P-4449; A-17357) (E-4712)	2008.101
410.107	n	(P-4449; A-17357) (E-4712)	2008.102
410.108	n	(P-4449; A-17357) (E-4712)	2008.103
410.109	n	(P-4449; A-17357) (E-4712)	2008.104
420.101	n	(P-4453; A-17373) (E-4734)	2008.120
420.102	n	(P-4453; A-17373) (E-4734)	2008.120
420.103	n	(P-4453; A-17373) (E-4734)	2008.120
420.104	n	(P-4453; A-17373) (E-4734)	2008.120
420.105	n	(P-4453; A-17373) (E-4734)	2008.120
420.106	n	(P-4453; A-17373) (E-4734)	2008.120
420.107	n	(P-4453; A-17373) (E-4734)	2008.120
420.108	n	(P-4453; A-17373) (E-4734)	2008.120
420.109	n	(P-4453; A-17373) (E-4734)	2008.120
TITLE 50			
754.Ex.B	am	(P-19013/89; A-5793)	2010.10
754.Ex.C	am	(P-15238)	2010.20
907.30	am	(P-8451; A-16920)	2010.40
909.20	am	(P-2744; A-13584)	2010.50
909.50	am	(P-2744; A-13584)	2010.60
909.100	#	(P-2744; A-13584)	2010.70
909.100	n	(P-2744; A-13584)	2010.80
909.110	#	(P-2744; A-13584)	2010.90
909.120	#	(P-2744; A-13584)	2010.100
930.30	am	(P-2754; A-13594)	2010.110
930.40	am	(P-2754; A-13594)	2010.120
930.60	#	(P-2754; A-13594)	2010.130
930.60	#	(P-2754; A-13594)	2010.140
930.60	#	(P-2754; A-13594)	2010.150
930.70	#	(P-2754; A-13594)	2010.160
930.80	#	(P-2754; A-13594)	2010.170
930.90	#	(P-2754; A-13594)	2010.180
930.90	n	(P-2754; A-13594)	2010.190
938.10	am	(P-17592/89; A-3489)	2010.200
938.20	am	(P-17592/89; A-3489)	2010.210
938.30	am	(P-17592/89; A-3489)	2010.220
938.40	r	(P-17592/89; A-3489)	2010.230
938.45	r	(P-17592/89; A-3489)	2010.240
938.50	r	(P-17592/89; A-3489)	2010.250
938.60	r	(P-17592/89; A-3489)	2010.260
938.Ex.A	r	(P-17592/89; A-3489)	2010.270
938.Ex.A	r	(P-17592/89; A-3489)	2010.280
938.Ex.B	r	(P-17592/89; A-3489)	2010.290
1405.40	n	(P-17604/89; W-4971)	2010.300
1407.20	n	(P-17737)	2010.310
1407.30	n	(P-17737)	2010.320
1407.60	n	(P-17737)	2010.330
1407.70	n	(P-17737)	2010.340
1407.80	n	(P-17737)	2010.350
2005.30	am	(P-11071; A-19892)	2010.360
2007.10	am	(P-14229)	2010.370
2007.50	am	(P-14229)	2010.380
2007.60	am	(P-14229)	2010.390
2007.70	am	(P-14229)	2010.400

TITLE 47 (CONT'D)					
100.120	am	(P-17589/89; A-13440) (P-15189)	360.105 360.106 360.107	n	(P-1726; A-9117) (E-2094) (P-1726; A-9117) (E-2094) (P-1726; A-9117) (E-2094)
100.130	r	(P-17589/89; A-13440)	360.108	n	(P-1726; A-9117) (E-2094)
100.140	r	(P-17589/89; A-13440)	360.109	n	(P-1726; A-9117) (E-2094)
100.210	r	(P-17589/89; A-13440)	360.111	n	(P-1726; A-9117) (E-2094)
100.230	r	(P-17589/89; A-13440)	360.112	n	(P-1726; A-9117) (E-2094)
100.240	r	(P-17589/89; A-13440)	360.113	n	(P-1726; A-9117) (E-2094)
100.290	am	(P-17589/89; A-13440)	360.114	n	(P-1726; A-9117) (E-2094)
100 Ap A	r	(P-17589/89; A-13440)	360.201	n	(P-1726; A-9117) (E-2094)
100 Ap B	r	(P-17589/89; A-13440)	360.202	n	(P-1726; A-9117) (E-2094)
100 Ap E	am	(P-17589/89; A-13440)	360.203	n	(P-1726; A-9117) (E-2094)
100 Ap F	am	(P-17589/89; A-13440)	360.301	n	(P-1726; A-9117) (E-2094)
100 Ap F	am	(P-17589/89; A-13440)	360.302	n	(P-1726; A-9117) (E-2094)
110.10	am	(P-10985; O-19076)	360.303	n	(P-1726; A-9117) (E-2094)
110.30	am	(P-10985; O-19076)	360.304	n	(P-1726; A-9117) (E-2094)
110.40	am	(P-10985; O-19076)	360.305	n	(P-1726; A-9117) (E-2094)
110.50	am	(P-10985; O-19076)	360.306	n	(P-1726; A-9117) (E-2094)
110.60	am	(P-10985; O-19076)	360.307	n	(P-1726; A-9117) (E-2094)
110.70	am	(P-10985; O-19076)	360.308	n	(P-1726; A-9117) (E-2094)
110.80	am	(P-10985; O-19076)	360.309	n	(P-1726; A-9117) (E-2094)
110.90	am	(P-10985; O-19076)	360.310	n	(P-1726; A-9117) (E-2094)
110.91	n	(P-10985; O-19076)	360.401	n	(P-1726; A-9117) (E-2094)
110.92	n	(P-10985; O-19076)	360.402	n	(P-1726; A-9117) (E-2094)
110.93	n	(P-10985; O-19076)	360.501	n	(P-1726; A-9117) (E-2094)
110.100	am	(P-10985; O-19076)	360.502	n	(P-1726; A-9117) (E-2094)
110.105	n	(P-10985; O-19076)	360.503	n	(P-1726; A-9117) (E-2094)
110.130	am	(P-10985; O-19076)	360.504	n	(P-1726; A-9117) (E-2094)
120.115	am	(P-5296; A-13970)	360.505	n	(P-1726; A-9117) (E-2094)
300.804	am	(P-13371/89; A-683)	360.506	n	(P-1726; A-9117) (E-2094)
350.101	n	(P-5653; A-14021) (E-5827)	360.507	n	(P-1726; A-9117) (E-2094)
350.101	r	(P-5651; A-14019) (E-5817)	360.601	n	(P-1726; A-9117) (E-2094)
350.102	n	(P-5653; A-14021) (E-5827)	360.602	n	(P-1726; A-9117) (E-2094)
350.162	r	(P-5651; A-14019) (E-5817)	360.603	n	(P-1726; A-9117) (E-2094)
350.103	n	(P-5653; A-14021) (E-5827)	360.604	n	(P-1726; A-9117) (E-2094)
350.103	r	(P-5651; A-14019) (E-5817)	360.605	n	(P-1726; A-9117) (E-2094)
350.104	n	(P-5653; A-14021) (E-5827)	360.606	n	(P-1726; A-9117) (E-2094)
350.104	r	(P-5651; A-14019) (E-5817)	360.701	n	(P-1726; A-9117) (E-2094)
350.201	n	(P-5653; A-14021) (E-5827)	360.801	n	(P-1726; A-9117) (E-2094)
350.201	r	(P-5651; A-14019) (E-5817)	360.802	n	(P-1726; A-9117) (E-2094)
350.202	n	(P-5653; A-14021) (E-5827)	360.803	n	(P-1726; A-9117) (E-2094)
350.202	r	(P-5651; A-14019) (E-5817)	360.804	n	(P-1726; A-9117) (E-2094)
350.203	n	(P-5653; A-14021) (E-5827)	360.901	n	(P-1726; A-9117) (E-2094)
350.203	r	(P-5651; A-14019) (E-5817)	360.902	n	(P-1726; A-9117) (E-2094)
350.204	n	(P-5653; A-14021) (E-5827)	360.903	n	(P-1726; A-9117) (E-2094)
350.204	r	(P-5651; A-14019) (E-5817)	360.904	n	(P-1726; A-9117) (E-2094)
350.205	n	(P-5653; A-14021) (E-5827)	360.905	n	(P-1726; A-9117) (E-2094)
350.205	r	(P-5651; A-14019) (E-5817)	360.906	n	(

TITLE 56 (CONT'D)		TITLE 59 (CONT'D)		TITLE 56 (CONT'D)		TITLE 59 (CONT'D)	
II C	n	2830.330	(P-16117)	115.300	n	117.310	(P-14671) (E-14987; O-17716; R-19074)
II D	n	2830.335	(P-16117)	115.310	n	117.315	(P-14671) (E-14987; O-17716; R-19074)
II E	n	2830.340	(P-16117)	115.320	n	117.320	(P-14671) (E-14987; O-17716; R-19074)
2625.10	n	2865.1	(P-13045)	115.320	n	117.325	(P-14671) (E-14987; O-17716; R-19074)
2625.30	am	2865.100	(P-13045)	115.400	n	117.330	(P-14671) (E-14987; O-17716; R-19074)
2625.40	am	2865.105	(P-13045)	115.410	n	117.335	(P-14671) (E-14987; O-17716; R-19074)
2625.50	am	2865.110	(P-13045)	115.420	am	117.340	(P-14671) (E-14987; O-17716; R-19074)
2625.55	am	2865.115	(P-13045)	115.430	n	117.345	(P-14671) (E-14987; O-17716; R-19074)
2625.60	n	2865.120	(P-13045)	115.440	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2625.70	n	2865.125	(P-13045)	115.450	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2625.80	n	2865.130	(P-13045)	115.460	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.5	n	2865.135	(P-13045)	115.470	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.82	am	2865.140	(P-17407)	115.480	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.101	am	2865.205	(P-5310; A-13984)	115.490	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.102	am	2865.210	(P-17407)	115.500	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.103	r	2865.215	(P-17407)	115.510	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.104	n	2920.40	(P-5310; A-13984)	115.520	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.105	n	6000.10	(P-17407)	115.530	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.112	am	6000.280	(P-17407)	115.540	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2630.120	am	6000.330	(P-7312; A-20349)	115.550	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.10	am		(P-17407)	115.560	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.20	am		(P-15977/89; A-5075)	115.570	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.30	am		(P-15977/89; A-5075)	115.580	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.40	am		(P-15977/89; A-5075)	115.590	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.50	am		(P-15977/89; A-5075)	115.600	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.110	am		(P-19503)	115.610	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.130	am		(P-15977/89; A-5075)	115.620	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.140	am		(P-15977/89; A-5075)	115.630	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.210	n		(P-15977/89; A-5075)	115.640	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.220	n		(P-15977/89; A-5075)	115.650	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.230	n		(P-15977/89; A-5075)	115.660	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.240	n		(P-15977/89; A-5075)	115.670	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2650.250	n		(P-15977/89; A-5075)	115.680	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2720.125	r		(P-10237; A-18489)	115.690	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2720.127	r		(P-10237; A-18489)	115.700	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2720.128	r		(P-10237; A-18489)	115.710	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2720.129	r		(P-10237; A-18489)	115.720	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2720.255	am		(P-10237; A-18489)	115.730	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2725.100	am		(P-7686; A-15334)	115.740	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2732.200	n		(P-19841/89; A-5126)	115.750	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2765.18	n		(P-12748/89; O-20398/89; R-1047; A-673)	115.760	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2765.50	am		(P-13118; A-19886)	115.770	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2765.66	n		(P-1101; A-6218)	115.780	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2765.210	n		(P-1101; A-6218)	115.790	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2765.325	am		(P-13118; A-19886)	115.800	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2770.110	am		(P-13910)	115.810	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2770.150	r		(P-15543/89; A-2038)	115.820	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2770.155	r		(P-15659)	115.830	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2770.160	r		(P-12364; A-18280)	115.840	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2770.165	r		(P-12364; A-18280)	115.850	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2770.170	r		(P-12364; A-18280)	115.860	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2815.105	am		(P-12364; A-18280)	115.870	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2830.10	n		(P-17152) (E-17389)	115.880	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2830.300	n		(P-2423; A-9101)	115.890	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2830.305	n		(P-2423; A-9101)	115.900	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2830.310	n		(P-2423; A-9101)	115.910	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2830.315	n		(P-2423; A-9101)	115.920	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2830.320	n		(P-2423; A-9101)	115.930	n	117.350	(P-14671) (E-14987; O-17716; R-19074)
2830.325	n		(P-2423; A-9101)	115.940	n	117.350	(P-14671) (E-14987; O-17716; R-19074)

[illegible]

TITLE 52 (CONTD)					
200.806	n	(P-1806/189; A-3503)	240.420	r	(P-20140)
200.807	n	(P-1806/189; A-3503)	240.420	n	(P-20140)
200.808	n	(P-1806/189; A-3503)	240.430	n	(P-20140)
200.809	n	(P-1806/189; A-3503)	240.430	n	(P-20140)
200.810	n	(P-1806/189; A-3503)	240.440	n	(P-20140)
200.900	n	(P-1806/189; A-3503)	240.450	n	(P-20140)
200.901	n	(P-1806/189; A-3503)	240.460	n	(P-20140)
200.902	n	(P-1806/189; A-3503)	240.470	n	(P-20140)
200.903	n	(P-1806/189; A-3503)	240.510	re	(A-3053)
200.904	n	(P-1806/189; A-3503)	240.520	re	(A-3053)
200.905	n	(P-1806/189; A-3503)	240.530	re	(A-3053)
200.906	n	(P-1806/189; A-3503)	240.540	re	(A-3053)
200.907	n	(P-1806/189; A-3503)	240.610	re	(A-3053)
200.908	n	(P-1806/189; A-3503)	240.620	re	(A-3053)
200.909	n	(P-1806/189; A-3503)	240.630	re	(A-3053)
200.910	n	(P-1806/189; A-3503)	240.640	re	(A-3053)
200.911	n	(P-1806/189; A-3503)	240.650	am	(P-3394; A-13620)
200.912	n	(P-1806/189; A-3503)	240.650	re	(A-3053)
200.913	n	(P-1806/189; A-3503)	240.660	re	(P-3053)
200.914	n	(P-1806/189; A-3503)	240.655	n	(P-3394; A-13620)
200.Ap-A	n	(P-1806/189; A-3503)	240.655	am	(P-16205)
220.160	am	(P-14277)	240.710	re	(A-3053)
240.10	am	(P-15226/89; A-2317)	240.720	re	(A-3053)
240.20	r	(P-15226/89; A-2317)	240.730	re	(A-3053)
240.30	r	(P-15226/89; A-2317)	240.740	re	(A-3053)
240.40	r	(P-15226/89; A-2317)	240.750	re	(A-3053)
240.50	r	(P-15226/89; A-2317)	240.905	re	(A-3053)
240.60	r	(P-15226/89; A-2317)	240.910	re	(A-3053)
240.70	r	(P-15226/89; A-2317)	240.920	re	(A-3053)
240.80	r	(P-15226/89; A-2317)	240.930	re	(A-3053)
240.90	r	(P-15226/89; A-2317)	240.940	re	(A-3053)
240.100	r	(P-15226/89; A-2317)	240.950	re	(A-3053)
240.110	n	(P-15226/89; A-2317)	240.960	re	(A-3053)
240.120	r	(P-15226/89; A-2317)	240.970	re	(A-3053)
240.130	r	(P-15226/89; A-2317)	240.980	re	(A-3053)
240.140	n	(P-15226/89; A-2317)	240.990	re	(A-3053)
240.150	n	(P-15226/89; A-2317)	240.1105	r	(P-10288; C-11410; A-20427)
240.160	n	(P-15226/89; A-2317)	240.1110	r	(P-10288; C-11410; A-20427)
240.170	n	(P-15226/89; A-2317)	240.1110	n	(P-10288; C-11410; A-20427)
240.180	n	(P-15226/89; A-2317)	240.1120	n	(P-10288; C-11410; A-20427)
240.190	n	(P-15226/89; A-2317)	240.1120	n	(P-10288; C-11410; A-20427)
240.195	n	(P-15226/89; A-2317)	240.1130	r	(P-10288; C-11410; A-20427)
240.200	re	(A-3053)	240.1130	r	(P-10288; C-11410; A-20427)
240.210	re	(A-3053)	240.1140	r	(P-10288; C-11410; A-20427)
240.220	am	(P-15226/89; A-2317)	240.1140	n	(P-10288; C-11410; A-20427)
240.230	re	(A-3053)	240.1150	n	(P-10288; C-11410; A-20427)
240.240	re	(A-3053)	240.1150	n	(P-10288; C-11410; A-20427)
240.250	re	(A-3053)	240.1151	n	(P-10288; C-11410; RC-17684; A-20427)
240.260	re	(A-3053)	240.1160	r	(P-3394; A-13620)
240.270	re	(A-3053)	240.1170	r	(P-10288; C-11410; A-20427)
240.280	re	(A-3053)	240.1170	n	(P-10288; C-11410; A-20427)
240.290	re	(A-3053)	240.1180	n	(P-10288; C-11410; A-20427)
240.295	re	(A-3053)	240.1180	n	(P-10288; C-11410; A-20427)
240.305	re	(A-3053)	240.1190	am	(P-10288; C-11410; A-20427)
240.310	re	(A-3053)	300.40	am	(P-18103/89; A-3548)
240.320	re	(A-3053)	1700.11	am	(P-12217/89; A-11795)
240.330	re	(A-3053)	1701.Ap-A	am	(P-12222/89; A-11800)
240.340	re	(A-3053)	1761.11	am	(P-12197/89; A-11777)
240.350	re	(A-3053)	1761.12	am	(P-12197/89; A-11777)
240.360	re	(A-3053)	1772.12	am	(P-12311/89; A-11880)
240.370	re	(A-3053)	1773.5	n	(P-12317/89; A-11886)
240.410	r	(P-20140)	1773.11	r	(P-12317/89; A-11886)
240.410	n	(P-20140)	1773.15	am	(P-12317/89; A-11886)

TITLE 62 (CONT'D)		TITLE 68 (CONT'D)		TITLE 71		TITLE 74	
1773.17	am	690.180	(P-1107; A-12516)	1300.60	n	1450.260	r
1773.19	am	690.190	(P-1107; A-12516)	1300.70	n	1450.270	r
1773.20	n	690.200	(P-1107; A-12516)	1300.70	n	1450.275	am
1773.21	n	690.210	(P-1107; A-12516)	1320.30	am	1450.280	am
1774.15	am	690.220	(P-1107; A-12516)	1320.55	am	1450.290	am
1774.17	am	690.230	(P-1107; A-12516)	1320.80	am	1480.10	r
1774.17	am	690.240	(P-1107; A-12516)	1320.300	am	1480.20	r
1778.13	am	690.250	(P-1107)	1340.40	am	1480.30	r
1778.14	am	690.260	(P-1107)	1360.30	am	1480.40	r
1779.12	am	690.270	(P-1107)	1380.210	am	1480.45	r
1779.20	r	1175.100	(P-1107)	1380.220	am	1480.45	r
1780.16	am	1175.700	(P-17190/89; A-14090)	1380.230	am	1480.50	r
1780.21	am	1175.705	(P-17190/89; A-14090)	1380.240	am	1480.60	r
1780.31	am	1175.710	(P-17190/89; A-14090)	1380.250	am	1480.110	n
1783.12	am	1175.715	(P-17190/89; A-14090)	1380.260	am	1480.120	n
1783.20	r	1175.720	(P-17190/89; A-14090)	1380.270	am	1480.130	n
1784.14	am	1175.725	(P-17190/89; A-14090)	1380.280	am	1480.140	n
1784.17	am	1175.730	(P-17190/89; A-14090)	1380.285	am	1480.150	n
1800.21	am	1175.735	(P-17190/89; A-14090)	1380.290	am	1480.160	n
1800.60	am	1175.800	(P-17190/89; A-14090)	1380.300	am	1480.170	n
1816.49	am	1175.805	(P-17190/89; A-14090)	1380.310	am	1480.180	n
1816.67	am	1175.810	(P-17190/89; A-14090)	1380.320	am	1480.190	n
1816.68	am	1175.815	(P-17190/89; A-14090)	1380.330	am	1480.200	n
1816.83	am	1175.820	(P-17190/89; A-14090)	1380.340	am	1480.210	n
1816.97	am	1175.825	(P-17190/89; A-14090)	1380.350	am	1480.220	n
1817.102	am	1175.830	(P-17190/89; A-14090)	1400.20	am	1480.220	n
1817.49	am	1175.835	(P-17190/89; A-14090)	1400.30	am	2005.10	n
1817.66	am	1175.840	(P-17190/89; A-14090)	1400.40	am	2005.20	n
1817.67	am	1175.845	(P-17190/89; A-14090)	1400.50	am	2005.30	n
1817.83	am	1175.850	(P-17190/89; A-14090)	1400.60	am	2005.40	n
1817.84	am	1175.855	(P-17190/89; A-14090)	1400.70	am	2005.50	n
1817.97	am	1175.860	(P-17190/89; A-14090)	1400.80	am	2005.60	n
1817.122	am	1175.865	(P-17190/89; A-14090)	1400.90	am	2005.70	n
1843.11	am	1175.870	(P-17190/89; A-14090)	1450.10	am	2005.80	n
1846.1	n	1175.875	(P-17190/89; A-14090)	1450.12	E	2005.90	n
1846.12	n	1175.900	(P-17190/89; A-14090)	1450.15	am	280.10	am
1846.14	n	1175.915	(P-17190/89; A-14090)	1450.17	am	280.20	am
1846.17	n	1240.10	(P-2456)	1450.18	am	280.35	am
1846.18	n	1240.15	(P-2456)	1450.19	n	285.1102	am
		1240.16	(P-2456)	1450.20	n	285.1106	am
		1240.40	(P-2456)	1450.25	n	290.1203	am
		1270.5	(P-7378)	1450.30	am	290.1204	am
		1270.10	(P-7378)	1450.40	am	290.1205	am
		1270.13	(P-7378)	1450.50	am	290.1206	am
		1270.15	(P-7378)	1450.55	n	290.1207	am
		1270.20	(P-7378)	1450.60	am	290.1209	am
		1270.30	(P-7378)	1450.70	am	290.1210	am
		1270.35	(P-7378)	1450.80	am	290.1211	am
		1270.40	(P-7378)	1450.90	am	290.1212	am
		1270.45	(P-7378)	1450.100	am	290.1213	am
		1270.50	(P-7378)	1450.110	am	290.1214	am
		1270.60	(P-7378)	1450.120	am	290.1215	am
		1300.10	(P-14236/89; A-10035)	1450.130	am	290.1216	am
		1300.20	(P-14236/89; A-10035)	1450.140	am	290.1217	am
		1300.25	(P-14236/89; A-10035)	1450.150	am	290.1218	am
		1300.30	(P-14236/89; A-10035)	1450.160	am	290.1219	am
		1300.40	(P-14236/89; A-10035)	1450.170	am	290.1220	am
		1300.41	(P-14236/89; A-10035)	1450.180	am	290.1221	am
		1300.42	(P-14236/89; A-10035)	1450.185	am	290.1222	am
		1300.45	(P-14236/89; A-10035)	1450.190	am	290.1223	am
		1300.48	(P-14236/89; A-10035)	1450.200	am	290.1224	am
				1450.210	am	290.1225	am
				1450.215	am	290.1226	am
				1450.220	am	290.1227	am
				1450.230	am	290.1228	am
				1450.240	am	290.1229	am
				1450.250	am	290.1230	am
				1450.260	am	290.1231	am
				1450.270	am	290.1232	am
				1450.280	am	290.1233	am
				1450.290	am	290.1234	am
				1450.300	am	290.1235	am
				1450.310	am	290.1236	am
				1450.320	am	290.1237	am
				1450.330	am	290.1238	am
				1450.340	am	290.1239	am
				1450.350	am	290.1240	am
				1450.360	am	290.1241	am
				1450.370	am	290.1242	am
				1450.380	am	290.1243	am
				1450.390	am	290.1244	am
				1450.400	am	290.1245	am
				1450.410	am	290.1246	am
				1450.420	am	290.1247	am
				1450.430	am	290.1248	am
				1450.440	am	290.1249	am
				1450.450	am	290.1250	am
				1450.460	am	290.1251	am
				1450.470	am	290.1252	am
				1450.480	am	290.1253	am
				1450.490	am	290.1254	am
				1450.500	am	290.1255	am
				1450.510	am	290.1256	am
				1450.520	am	290.1257	am
				1450.530	am	290.1258	am
				1450.540	am	290.1259	am
				1450.550	am	290.1260	am
				1450.560	am	290.1261	am
				1450.570	am	290.1262	am
				1450.580	am	290.1263	am
				1450.590	am	290.1264	am
				1450.600	am	290.1265	am
				1450.610	am	290.1266	am
				1450.620	am	290.1267	am
				1450.630	am	290.1268	am
				1450.640	am	290.1269	am
				1450.650	am	290.1270	am
				1450.660	am	290.1271	am
				1450.670	am	290.1272	am
				1450.680	am	290.1273	am
				1450.690	am	290.1274	am
				1450.700	am	290.1275	am
				1450.710	am	290.1276	am
				1450.720	am	290.1277	am
				1450.730	am	290.1278	am
				1450.740	am	290.1279	am
				1450.750	am	290.1280	am
				1450.760	am	290.1281	am
				1450.770	am	290.1282	am
				1450.780	am	290.1283	am
				1450.790	am	290.1284	am
				1450.800	am	290.1285	am
				1450.810	am	290.1286	am
				1450.820	am	290.1287	am
				1450.830	am	290.1288	am
				1450.840	am	290.1289	am
				1450.850	am	290.1290	am
				1450.860	am	290.1291	am
				1450.870	am	290.1292	am
				1450.880	am	290.1293	am
				1450.890	am	290.1294	am
				1450.900	am	290.1295	am
				1450.910	am	290.1296	am
				1450.920	am	290.1297	am
				1450.930	am	290.1298	am
				1450.940	am	290.1299	am
				1450.950	am	290.1300	am
				1450.960	am	290.1301	am
				1450.970	am	290.1302	am
				1450.980	am	290.1303	am
				1450.990	am	290.1304	am
				1450.1000	am	290.1305	am
				1450.1010	am	290.1306	am
				1450.1020	am	290.1307	am
				1450.1030	am	290.1308	am
				1450.1040	am	290.1309	am
				1450.1050	am	290.1310	am
				1450.1060	am	290.1311	am
				1450.1070	am	290.1312	am
				1450.1080	am	290.1313	am
				1450.1090	am	290.1314	am
				1450.1100	am	290.1315	am
				1450.1110	am	290.1316	am
				1450.1120	am	290.1317	am
				1450.1130	am	290.1318	am
				1450.1140	am	290.1319	am
				1450.1150	am	290.1320	am
				1450.1160	am	290.1321	am
				1450.1170	am	290.1322	am
				1450.1180	am	290.1323	am
				1450.1190	am	290.1324	am
				1450.1200	am	290.1325	am
				1450.1210	am	290.1326	am
				1450.1220	am	290.1327	am
				1450.1230	am	290.1328	am
				1450.1240	am	290.1329	am
				1450.1250	am	290.1330	am
				1450.1260	am	290.1331	am
				1450.1270	am	290.1332	am
				1450.1280	am	290.1333	am
				1450.1290	am	290.1334	am
				1450.1300	am	290.1335	am
				1450.1310	am	290.1336	am
				1450.1320	am	290	

TABLE 77. (CONT'D)					
	r	(P-2413/89; A-12747)	672.605	n	(P-11132; A-19984)
640.80		(P-12433/89; A-12749)	672.610	n	(P-11132; A-19984)
640.80	n	(P-12433/89; A-12749)	672.615	n	(P-11132; A-19984)
640.90	n	(P-12433/89; A-12749)	672.620	n	(P-11132; A-19984)
640.100	n	(P-12433/89; A-12749)	672.625	n	(P-11132; A-19984)
640.Ap.A	n	(P-12433/89; A-12749)	672.630	n	(P-11132; A-19984)
640.Ap.B	n	(P-12433/89; A-12749)	672.635	n	(P-11132; A-19984)
640.Ap.C	n	(P-12433/89; A-12749)	672.640	n	(P-11132; A-19984)
640.Ex.A	n	(P-12433/89; A-12749)	672.645	n	(P-11132; A-19984)
640.Ex.B	n	(P-12433/89; A-12749)	672.650	n	(P-11132; A-19984)
640.Ap.D	n	(P-12433/89; A-12749)	672.655	n	(P-11132; A-19984)
640.Ex.A	n	(P-12433/89; A-12749)	672.660	n	(P-11132; A-19984)
640.Ex.B	n	(P-12433/89; A-12749)	672.665	n	(P-11132; A-19984)
640.Ap.E	n	(P-12433/89; A-12749)	672.670	n	(P-11132; A-19984)
640.Ex.A	n	(P-12433/89; A-12749)	672.67p.A	n	(P-11132; A-19984)
640.Ex.B	n	(P-12433/89; A-12749)	682.100	am	(P-19185/89; A-10447)
640.Ap.F	n	(P-12433/89; A-12749)	682.105	am	(P-19185/89; A-10447)
640.Ex.A	n	(P-12433/89; A-12749)	682.110	am	(P-19185/89; A-10447)
640.Ex.B	n	(P-12433/89; A-12749)	682.120	am	(P-19185/89; A-10447)
640.Ap.G	n	(P-12433/89; A-12749)	682.140	am	(P-19185/89; A-10447)
640.Ap.H	n	(P-12433/89; A-12749)	682.150	am	(P-19185/89; A-10447)
640.Ex.A	n	(P-12433/89; A-12749)	682.160	am	(P-19185/89; A-10447)
640.Ex.B	n	(P-12433/89; A-12749)	682.180	am	(P-19185/89; A-10447)
640.Ex.C	n	(P-12433/89; A-12749)	682.190	am	(P-19185/89; A-10447)
640.Ex.D	n	(P-12433/89; A-12749)	682.200	am	(P-19185/89; A-10447)
640.Ap.I	n	(P-12433/89; A-12749)	682.210	am	(P-19185/89; A-10447)
661.70	am	(P-4443; A-13292)	682.220	am	(P-19185/89; A-10447)
665.240	am	(P-5446; A-14543) (E-5617)	682.230	am	(P-19185/89; A-10447)
		(P-17867)	682.240	am	(P-19185/89; A-10447)
672.100	n	(P-11132; A-19984)	682.250	am	(P-19185/89; A-10447)
672.110	n	(P-11132; A-19984)	682.260	am	(P-19185/89; A-10447)
672.115	n	(P-11132; A-19984)	682.320	am	(P-19185/89; A-10447)
672.120	n	(P-11132; A-19984)	682.330	am	(P-19185/89; A-10447)
672.200	n	(P-11132; A-19984)	682.350	am	(P-19185/89; A-10447)
672.205	n	(P-11132; A-19984)	682.410	am	(P-19185/89; A-10447)
672.210	n	(P-11132; A-19984)	682.420	am	(P-19185/89; A-10447)
672.215	n	(P-11132; A-19984)	682.440	am	(P-19185/89; A-10447)
672.220	n	(P-11132; A-19984)	682.450	am	(P-19185/89; A-10447)
672.225	n	(P-11132; A-19984)	682.500	am	(P-19185/89; A-10447)
672.300	n	(P-11132; A-19984)	682.510	am	(P-19185/89; A-10447)
672.305	n	(P-11132; A-19984)	682.610	am	(P-19185/89; A-10447)
672.310	n	(P-11132; A-19984)	682.620	am	(P-19185/89; A-10447)
672.315	n	(P-11132; A-19984)	682.Ap.A	am	(P-19185/89; A-10447)
672.400	n	(P-11132; A-19984)	682.Ap.B	am	(P-19185/89; A-10447)
672.405	n	(P-11132; A-19984)	682.Ap.C	am	(P-19185/89; A-10447)
672.410	n	(P-11132; A-19984)	682.Ap.D	am	(P-19185/89; A-10447)
672.415	n	(P-11132; A-19984)	682.Ap.E	am	(P-19185/89; A-10447)
672.420	n	(P-11132; A-19984)	682.Ap.F	am	(P-19185/89; A-10447)
672.425	n	(P-11132; A-19984)	682.Ap.G	am	(P-19185/89; A-10447)
672.430	n	(P-11132; A-19984)	682.Ap.H	am	(P-19185/89; A-10447)
672.435	n	(P-11132; A-19984)	682.Ap.I	am	(P-19185/89; A-10447)
672.440	n	(P-11132; A-19984)	682.Ap.J	am	(P-19185/89; A-10447)
672.445	n	(P-11132; A-19984)	690.100	am	(P-16810)
672.450	n	(P-11132; A-19984)	693.10	am	(P-16817)
672.455	n	(P-11132; A-19984)	693.15	am	(P-16817)
672.460	n	(P-11132; A-19984)	693.20	am	(P-16817)
672.465	n	(P-11132; A-19984)	693.30	am	(P-16817)
672.500	n	(P-11132; A-19984)	693.40	am	(P-16817)
672.505	n	(P-11132; A-19984)	693.80	am	(P-16817)
672.510	n	(P-11132; A-19984)	693.140	am	(P-16817)
672.515	n	(P-11132; A-19984)	694.10	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)
672.520	n	(P-11132; A-19984)			
672.525	n	(P-11132; A-19984)			
672.600	n	(P-11132; A-19984)			

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TITLE 77 (CONT'D)							
694.20	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.580 790.620 790.721 790.740	am	(P-16910/89; A-3184) (P-4437; A-11988) (E-4620) (E-9556) (P-9357; A-17298) (P-16910/89; A-3184) (P-4437; A-11988) (E-4620) (E-9556) (P-9357; A-17298) (P-13133; A-20755) (E-13325)		
694.20	am	(P-5448; A-14551)	790.760	n	(E-9556) (P-9357; A-17298)		
694.100	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.788 790.830 790.860	am	(E-9556) (P-9357; A-17298) (E-9556) (P-9357; A-17298) (P-4437; A-11988) (E-4620)		
694.110	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.900 790.910 790.920	am	(E-9556) (P-9357; A-17298) (P-4437; A-11988) (E-4620) (P-13133; A-20755) (E-13325)		
694.120	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1060 790.1127 790.1131	am	(P-4437; A-11988) (E-4620) (P-18457) (E-18588) (P-18457) (E-18588)		
694.200	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1140 790.1200 790.1300	am	(P-16910/89; A-3184) (P-1220; A-8154) (E-1505) (P-4437; A-11988) (E-4620)		
694.210	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1390 790.1420 790.1423	am	(P-18457) (E-18588) (P-4437; A-11988) (E-4620) (P-18457) (E-18588)		
694.220	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1460 790.1560 790.1577	am	(E-9556) (P-9357; A-17298) (E-9556) (P-9357; A-17298) (E-9556) (P-9357; A-17298)		
694.210	am	(P-5448; A-14551) (E-5882)	790.1660	am	(P-4437; A-11988) (E-4620)		
694.210	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1685 790.1686	am	(P-18457) (E-18588) (P-16910/89; A-3184) (P-4437; A-11988) (E-4620)		
694.210	n	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1700 790.1708 790.1719	am	(P-4437; A-11988) (E-4620) (E-9556) (P-9357; A-17298) (E-9556) (P-9357; A-17298)		
694.210	am	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1740 790.1740 790.1740	am	(P-4437; A-11988) (E-4620) (P-4437; A-11988) (E-4620) (P-4437; A-11988) (E-4620)		
694.210	am	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1858 790.1950 790.1960	am	(P-18457) (E-18588) (E-9556) (P-9357; A-17298) (P-18457) (E-18588)		
694.210	am	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.1960 790.1960 790.1960	am	(E-9556) (P-9357; A-17298) (P-18457) (E-18588) (E-9556) (P-9357; A-17298)		
694.210	am	(P-5491/89; O-15888/89; RC-15892/89; M-20136/89; A-1609)	790.2060 790.2097	am	(E-9556) (P-9357; A-17298) (P-1220; A-8154) (E-1505)		
694.210	r	(P-16779)	790.2140	am	(P-16910/89; A-3184) (P-4437; A-11988) (E-4620)		
694.210	am	(P-16779)	790.2155	n	(P-1220; A-8154) (E-1505)		
694.210	am	(P-16779)	790.2155	am	(E-9556) (P-9357; A-17298)		
694.210	r	(P-16779)	790.2180	am	(P-18457) (E-18588)		
694.210	am	(P-16779)	790.2260	am	(E-9556) (P-9357; A-17298)		
694.210	am	(P-16779)	790.2380	am	(P-4437; A-11988) (E-4620)		
694.210	am	(P-16779)	790.2460	am	(P-4437; A-11988) (E-4620)		
694.210	am	(P-16779)	790.2462	n	(P-4437; A-11988) (E-4620)		
694.210	am	(P-16779)	790.2465	am	(P-13133; A-20755) (E-13325)		
694.210	am	(P-16779)	790.2485	n	(P-18457) (E-18588)		
694.210	n	(P-16779)	790.2500	am	(E-9556) (P-9357; A-17298)		
694.210	am	(P-16779)	790.2540	am	(P-4437; A-11988) (E-4620)		
694.210	am	(P-16779)	790.2580	am	(E-9556) (P-9357; A-17298)		
694.210	am	(P-16779)	790.2603	r	(P-4437; A-11988) (E-4620)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		
694.210	am	(P-16779)	790.2603	am	(P-1220) (E-1505)		

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TITLE 77 (CONT'D)			
790.2605	am	(E-9556) (P-9357; A-17298)	790.4180
790.2614	am	(P-4437; A-11988) (E-4620)	790.4220
790.2617	am	(P-13133; A-20755) (E-13325)	790.4384
		(P-18457) (E-18588)	790.4396
790.2618	am	(P-1220; A-8154) (E-1505)	
		(P-4437; A-11988) (E-4620)	
790.2645	n	(P-18457) (E-18588)	790.4420
790.2655	n	(P-18457) (E-18588)	790.4430
790.2660	r	(P-18457) (E-18588)	790.4460
790.2661	n	(P-4437; A-11988) (E-4620)	790.4580
		(P-4437; A-11988) (E-4620)	790.4665
790.2662	n	(P-4437; A-11988) (E-4620)	790.4667
790.2662	am	(E-9556) (P-9357; A-17298)	790.4670
		(P-13133; A-20755) (E-13325)	
		(P-18457) (E-18588)	
790.2780	am	(P-4437; A-11988) (E-4620)	790.4680
790.2820	am	(E-9556) (P-9357; A-17298)	790.4700
790.2860	am	(E-9556) (P-9357; A-17298)	790.4720
790.2902	n	(E-9556) (P-9357; A-17298)	790.4740
790.2902	am	(P-16910/89; A-3184)	
		(E-9556) (P-9357; A-17298)	790.4725
		(A-17298)	790.4728
790.2915	n	(E-9556) (P-9357; A-17298)	790.4728
790.2940	am	(P-16910/89; A-3184)	790.4740
790.2980	am	(P-16910/89; A-3184)	
790.3020	am	(E-9556) (P-9357; A-17298)	
790.3025	am	(P-4437; A-11988) (E-4620)	790.4860
790.3027	am	(P-18457) (E-18588)	790.4940
790.3032	am	(P-4437; A-11988) (E-4620)	790.5020
790.3033	am	(P-4437; A-11988) (E-4620)	790.5030
790.3049	am	(P-4437; A-11988) (E-4620)	790.5060
790.3051	am	(P-4437; A-11988) (E-4620)	790.5100
790.3054	am	(P-1220; A-8154) (E-1505)	790.5140
790.3140	am	(P-4437; A-11988) (E-4620)	790.5180
790.3220	am	(E-9556) (P-9357; A-17298)	790.5220
		(P-18457) (E-18588)	790.5300
790.3300	am	(P-4437; A-11988) (E-4620)	
790.3315	am	(P-13133; A-20755) (E-13325)	
790.3335	am	(E-9556) (P-9357; A-17298)	790.5312
		(P-18457) (E-18588)	790.5320
790.3340	am	(P-1220; A-8154) (E-1505)	
		(E-9556) (P-9357; A-17298)	
790.3350	n	(P-16910/89; A-3184)	790.5340
790.3350	am	(P-18457) (E-18588)	790.5420
790.3420	am	(P-1220; A-8154) (E-1505)	
790.3437	am	(E-9556) (P-9357; A-17298)	790.5500
790.3440	am	(P-16910/89; A-3184)	790.5560
790.3492	am	(P-4437; A-11988) (E-4620)	790.5620
790.3540	am	(P-4437; A-11988) (E-4620)	
790.3620	am	(P-16910/89; A-3184) (E-9556)	
		(P-9357; A-17298)	790.5720
790.3742	am	(P-4437; A-11988) (E-4620)	790.5740
790.3904	n	(P-13133; A-20755) (E-13325)	790.5792
790.3910	am	(P-1220; A-8154) (E-1505)	790.5820
		(P-4437; A-11988) (E-4620)	
790.3914	n	(P-13133; A-20755) (E-13325)	790.5830
		(P-18457) (E-18588)	790.5837
790.3945	am	(P-4437; A-11988) (E-4620)	790.5860
790.4040	am	(E-9556) (P-9357; A-17298)	790.5872
790.4060	am	(P-4437; A-11988) (E-4620)	
790.4140	am	(E-9556) (P-9357; A-17298)	

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TITLE 77 (CONT'D)			TITLE 77 (CONT'D)		
790.5900	am	(P-4437; A-11988) (E-4620)	800.440	n	(P-17707/89; A-12663)
790.5940	am	(E-9556) (P-9357; A-17298)	800.520	am	(P-17707/89; A-12663)
790.6140	am	(P-4437; A-11988) (E-4620)	800.560	am	(P-17707/89; A-12663)
790.6180	am	(P-13133; A-20755) (E-13325)	800.600	am	(P-17707/89; A-12663)
790.6275	am	(P-4437; A-11988) (E-4620)	800.800	am	(P-17707/89; A-12663)
790.6277	am	(E-9556) (P-9357; A-17298)	800.830	am	(P-17707/89; A-12663)
790.6340	am	(P-4437; A-11988) (E-4620)	800.840	am	(P-17707/89; A-12663)
790.6370	am	(P-16910/89; A-3184) (E-9556)	800.900	am	(P-17707/89; A-12663)
790.6430	n	(P-9357; A-17298)	800.980	am	(P-17707/89; A-12663)
790.6435	am	(P-18457; E-18588)	800.1020	am	(P-17707/89; A-12663)
790.6450	am	(P-1220; A-8154) (E-1505)	800.1200	am	(P-17707/89; A-12663)
790.6452	am	(E-9556) (P-9357; A-17298)	800.1300	am	(P-17707/89; A-12663)
790.6456	am	(P-16910/89; A-3184)	800.1600	am	(P-17707/89; A-12663)
790.6460	am	(P-16910/89; A-3184)	800.1600	am	(P-17707/89; A-12663)
790.6500	am	(E-9556) (P-9357; A-17298)	800.210	am	(P-12395/89; A-786)
790.6540	am	(E-9556) (P-9357; A-17298)	830.10	am	(P-571; A-12889)
790.6570	am	(E-9556) (P-9357; A-17298)	830.20	am	(P-571; A-12889) (E-1036)
790.6570	am	(E-9556) (P-9357; A-17298)	830.880	n	(P-571; A-12889) (E-1036)
790.6580	am	(P-4437; A-11988) (E-4620)	830.885	n	(P-571; A-12889) (E-1036)
790.6580	am	(P-4437; A-11988) (E-4620)	830.890	n	(P-571; A-12889) (E-1036)
790.6610	am	(P-13133; A-20755) (E-13325)	830.900	n	(P-571; A-12889) (E-1036)
790.6620	am	(P-4437; A-11988) (E-4620)	840.5	am	(P-15284/89; A-5495)
790.6621	r	(P-4437; A-11988) (E-4620)	840.10	am	(P-15284/89; A-5495)
790.6670	am	(E-9556) (P-9357; A-17298)	840.20	am	(P-15284/89; A-5495)
790.6780	am	(P-13133; A-20755) (E-13325)	840.30	am	(P-15284/89; A-5495)
790.6820	am	(P-4437; A-11988) (E-4620)	840.50	am	(P-15284/89; A-5495)
790.6875	am	(P-4437; A-11988) (E-4620)	840.60	am	(P-15284/89; A-5495)
790.6895	am	(P-1220; A-8154) (E-1505)	840.110	am	(P-15284/89; A-5495)
790.6940	am	(P-13133; A-20755) (E-13325)	840.115	am	(P-15284/89; A-5495)
790.6980	am	(P-4437; A-11988) (E-4620)	840.120	r	(P-15284/89; A-5495)
790.7100	am	(P-4437; A-11988) (E-4620)	840.200	am	(P-15284/89; A-5495)
790.7130	am	(P-4437; A-11988) (E-4620)	840.210	am	(P-15284/89; A-5495)
790.7140	am	(P-13133; A-20755) (E-13325)	840.215	am	(P-15284/89; A-5495)
790.7160	n	(P-4437; A-11988) (E-4620)	840.300	am	(P-15284/89; A-5495)
790.7160	am	(P-18457) (E-18588)	840.305	n	(P-15284/89; A-5495)
790.7229	am	(P-4437; A-11988) (E-4620)	840.310	n	(P-15284/89; A-5495)
790.7260	am	(P-13133; A-20755) (E-13325)	840.300	n	(P-15284/89; A-5495)
790.7265	am	(E-9556) (P-9357; A-17298)	840.3030	n	(P-15284/89; A-5495)
790.7278	am	(P-16910/89; A-3184) (P-4437; A-11988) (E-4620)	840.3040	n	(P-15284/89; A-5495)
790.7278	am	(P-16910/89; A-3184) (E-4620)	840.3050	n	(P-15284/89; A-5495)
790.7278	am	(P-16910/89; A-3184) (E-4620)	840.3060	n	(P-15284/89; A-5495)
790.7280	am	(P-16910/89; A-3184) (E-4620)	840.3070	n	(P-15284/89; A-5495)
790.7340	am	(P-16910/89; A-3184) (E-9556)	840.3080	n	(P-15284/89; A-5495)
790.7380	am	(E-9556) (P-9357; A-17298)	840.3090	n	(P-15284/89; A-5495)
790.7400	am	(P-16910/89; A-3184) (P-4437; A-11988) (E-4620)	840.3100	n	(P-15284/89; A-5495)
790.7500	am	(P-9357; A-17298) (E-13325)	840.3100	n	(P-15284/89; A-5495)
		(P-16910/89; A-3184) (P-4437; A-11988) (E-4620) (E-9556)	840.3100	n	(P-15284/89; A-5495)
		(P-9357; A-17298)	840.3100	n	(P-15284/89; A-5495)

[illegible]

TITLE	77.	(CONT'D)
1190.20	am	(P-16917/89; A-5550)
1190.25	n	(P-16917/89; A-5550)
1190.30	am	(P-16917/89; A-5550)
1190.40	am	(P-16917/89; A-5550)
1190.50	am	(P-16917/89; A-5550)
1190.60	am	(P-16917/89; A-5550)
1190.70	am	(P-16917/89; A-5550)
1190.80	am	(P-16917/89; A-5550)
1220.10	r	(P-16714/89; A-5172)
1220.20	r	(P-16714/89; A-5172)
1220.30	r	(P-16714/89; A-5172)
1220.40	r	(P-16714/89; A-5172)
1230.50	r	(P-6708/89; A-5165)
1230.52	r	(P-6708/89; A-5165)
1230.53	r	(P-6708/89; A-5165)
1240.80	r	(P-16703/89; A-5162)
2058.105	am	(P-6457)
2058.110	am	(P-6457)
2058.120	am	(P-6457)
2058.125	am	(P-6457)
2058.303	am	(P-6457)
2058.306	am	(P-6457)
2058.309	am	(P-6457)
2058.312	am	(P-6457)
2058.315	am	(P-6457)
2058.318	am	(P-6457)
2058.319	am	(P-6457)
2058.321	am	(P-6457)
2058.327	am	(P-6457)
2058.330	am	(P-6457)
2058.333	am	(P-6457)
2058.336	am	(P-6457)
2058.342	am	(P-6457)
2058.343	am	(P-6457)
2058.348	am	(P-6457)
2058.354	am	(P-6457)
2058.366	am	(P-6457)
2058.400	am	(P-6457)
2058.405	am	(P-6457)
2058.410	am	(P-6457)
2058.600	am	(P-6457)
2058.705	am	(P-6457)
2058.805	am	(P-6457)
2058.900	am	(P-6457)
2058.905	am	(P-4288)
2160.110	n	(P-4288)
2160.120	n	(P-4288)
2510.55	am	(P-8198/89; A-2078)
2510.Ap.D	am	(P-8198/89; A-2078)
2530.Ap.B	am	(P-17428)
3000.100	am	(P-19005/89; A-10337)
3000.200	am	(P-19005/89; A-10337)
3000.210	am	(P-19005/89; A-10337)
3000.230	am	(P-19005/89; A-10337)
3000.Ap.B	am	(P-19005/89; A-10337)
TITLE	80	
150.430	am	(P-16365/89; A-3679)
303.30	am	(P-17169/89; A-3433)
303.125	am	(P-17399)
310.110	am	(P-5269; A-14361) (E-11330)
310.130	am	(P-5269; A-14361) (E-11330)
310.230	am	(P-17521/89; A-4455)
310.270	am	(P-16917/89; A-5550)
310.280	am	(P-16917/89; A-5550)
310.290	am	(P-16917/89; A-5550)
310.300	am	(P-16917/89; A-5550)
310.303	am	(P-16917/89; A-5550)
310.456	am	(P-16714/89; A-5172)
310.530	am	(P-16714/89; A-5172)
310.540	am	(P-16714/89; A-5172)
310.Ap.A	am	(P-6708/89; A-5165)
Tb.A	am	(P-6708/89; A-5165)
Tb.D	am	(P-16703/89; A-5162)
Tb.E	am	(P-6457)
Tb.F	am	(P-6457)
Tb.G	am	(P-6457)
Tb.I	am	(P-6457)
Tb.J	am	(P-6457)
Tb.K	am	(P-6457)
Tb.O	am	(P-6457)
Tb.P	am	(P-6457)
Tb.S	am	(P-6457)
Tb.T	am	(P-6457)
Tb.Y	am	(P-6457)
310. Ap.B	am	(P-6457)
310. Ap.C	am	(P-6457)
310. Ap.D	am	(P-6457)
610.110	n	(P-6457)
610.120	n	(P-6457)
610.130	n	(P-6457)
610.140	n	(P-6457)
610.150	n	(P-6457)
610.210	n	(P-4288)
610.220	n	(P-4288)
610.230	n	(P-8198/89; A-2078)
620.110	n	(P-8198/89; A-2078)
620.120	n	(P-17428)
620.130	n	(P-19005/89; A-10337)
620.140	n	(P-19005/89; A-10337)
620.150	n	(P-19005/89; A-10337)
620.160	n	(P-19005/89; A-10337)
620.170	n	(P-19005/89; A-10337)
620.180	n	(P-16365/89; A-3679)
620.190	n	(P-17169/89; A-3433)
620.200	n	(P-17399)
620.210	n	(P-5269; A-14361) (E-11330)
620.220	n	(P-5269; A-14361) (E-11330)
620.310	n	(P-17521/89; A-4455)

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281.50	r	(P-4312; A-11188)	285.3035	n	(P-5229/89; A-6000)	285.3040	n	(P-5229/89; A-6000)	285.3045	n	(P-5229/89; A-6000)
281.60	r	(P-4312; A-11188)	285.3045	n	(P-5229/89; A-6000)	285.3050	n	(P-5229/89; A-6000)	285.3055	n	(P-5229/89; A-6000)
281.70	r	(P-4312; A-11188)	285.3055	n	(P-5229/89; A-6000)	285.3060	n	(P-5229/89; A-6000)	285.3065	n	(P-5229/89; A-6000)
281.80	r	(P-4312; A-11188)	285.3065	n	(P-5229/89; A-6000)	285.3070	n	(P-5229/89; A-6000)	285.3075	n	(P-5229/89; A-6000)
281.90	r	(P-4312; A-11188)	285.3075	n	(P-5229/89; A-6000)	285.3080	n	(P-5229/89; A-6000)	285.3085	n	(P-5229/89; A-6000)
281.95	r	(P-4312; A-11188)	285.3085	n	(P-5229/89; A-6000)	285.3090	n	(P-5229/89; A-6000)	285.3095	n	(P-5229/89; A-6000)
281.100	r	(P-4312; A-11188)	285.3095	n	(P-5229/89; A-6000)	285.3100	n	(P-5229/89; A-6000)	285.3105	n	(P-5229/89; A-6000)
281.Ex. A	r	(P-4312; A-11188)	285.3110	n	(P-5229/89; A-6000)	285.3115	n	(P-5229/89; A-6000)	285.3120	n	(P-5229/89; A-6000)
281.Ex. D	r	(P-4312; A-11188)	285.3115	n	(P-5229/89; A-6000)	285.3125	n	(P-5229/89; A-6000)	285.3130	n	(P-5229/89; A-6000)
281.Ex. E	r	(P-4312; A-11188)	285.3130	n	(P-5229/89; A-6000)	285.3135	n	(P-5229/89; A-6000)	285.3140	n	(P-5229/89; A-6000)
281.Ex. F	r	(P-4312; A-11188)	285.3140	n	(P-5229/89; A-6000)	285.3145	n	(P-5229/89; A-6000)	285.3150	n	(P-5229/89; A-6000)
281.Ex. G	r	(P-4312; A-11188)	285.3150	n	(P-5229/89; A-6000)	285.3155	n	(P-5229/89; A-6000)	285.3160	n	(P-5229/89; A-6000)
281.Ex. H	r	(P-4312; A-11188)	285.3160	n	(P-5229/89; A-6000)	285.3165	n	(P-5229/89; A-6000)	285.3170	n	(P-5229/89; A-6000)
281.Ap. A	r	(P-4312; A-11188)	285.3170	n	(P-5229/89; A-6000)	285.3175	n	(P-5229/89; A-6000)	285.3180	n	(P-5229/89; A-6000)
285.110	am	(P-5229/89; A-6000)	285.3180	n	(P-5229/89; A-6000)	285.3185	n	(P-5229/89; A-6000)	285.3190	n	(P-5229/89; A-6000)
285.115	am	(P-5229/89; A-6000)	285.3190	n	(P-5229/89; A-6000)	285.3195	n	(P-5229/89; A-6000)	285.3200	n	(P-5229/89; A-6000)
285.120	am	(P-5229/89; A-6000)	285.3200	n	(P-5229/89; A-6000)	285.3205	n	(P-5229/89; A-6000)	285.3210	n	(P-5229/89; A-6000)
285.130	am	(P-5229/89; A-6000)	285.3210	n	(P-5229/89; A-6000)	285.3215	n	(P-5229/89; A-6000)	285.3220	n	(P-5229/89; A-6000)
285.140	am	(P-5229/89; A-6000)	285.3220	n	(P-5229/89; A-6000)	285.3225	n	(P-5229/89; A-6000)	285.3230	n	(P-5229/89; A-6000)
285.145	n	(P-5229/89; A-6000)	285.3230	n	(P-5229/89; A-6000)	285.3235	n	(P-5229/89; A-6000)	285.3240	n	(P-5229/89; A-6000)
285.150	n	(P-5229/89; A-6000)	285.3240	n	(P-5229/89; A-6000)	285.3245	n	(P-5229/89; A-6000)	285.3250	n	(P-5229/89; A-6000)
285.160	am	(P-5229/89; A-6000)	285.3250	n	(P-5229/89; A-6000)	285.3255	n	(P-5229/89; A-6000)	285.3260	n	(P-5229/89; A-6000)
285.170	am	(P-5229/89; A-6000)	285.3260	n	(P-5229/89; A-6000)	285.3265	n	(P-5229/89; A-6000)	285.3270	n	(P-5229/89; A-6000)
285.175	am	(P-5229/89; A-6000)	285.3270	n	(P-5229/89; A-6000)	285.3275	n				

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757.10	am	(P-2731; A-17523)		100.7580	r	(P-17312/89; A-4558)
757.105	am	(A-17923)		100.7590	r	(P-17312/89; A-4558)
757.300	n	(P-2731; A-17923)		100.7610	r	(P-17312/89; A-4558)
757.310	n	(P-2731; A-17923)		100.7620	r	(P-17312/89; A-4558)
757.320	n	(P-2731; A-17923)		100.7630	r	(P-17312/89; A-4558)
757.330	n	(P-2731; A-17923)		100.7640	r	(P-17312/89; A-4558)
757.340	n	(P-2731; A-17923)		100.7650	r	(P-17312/89; A-4558)
757.350	n	(P-2731; A-17923)		100.7700	r	(P-17312/89; A-4558)
757.400	n	(P-2731; A-17923)		100.7750	r	(P-17312/89; A-4558)
757.410	n	(P-2731; A-17923)		100.7800	r	(P-17312/89; A-4558)
757 Ex.B	n	(P-2731; A-17923)		100.9060	am	(P-19347/89; A-10082)
757 Ex.C	n	(P-2731; A-17923)		100.9070	am	(P-19347/89; A-10082)
757 Ex.D	n	(P-2731; A-17923)		100.9110	am	(P-19347/89; A-10082)
760.20	am	(P-13558/89; A-3037) (P-9631; A-18756)		100.9130	am	(P-19347/89; A-10082)
				100.9140	am	(P-19347/89; A-10082)
780.5	n	(P-13100)		100.9900	am	(P-7090; A-16012)
780.10	n	(P-13100)		110.160	am	(P-14321)
780.20	n	(P-13100)		130.101	am	(P-20194)
780.30	n	(P-13100)		130.120	am	(P-20194)
780 Ap.A	n	(P-13100)		130.210	am	(P-20194)
780 Ap.B	n	(P-13100)		130.305	am	(P-20194)
900.5	r	(P-12680/89; A-624)		130.310	am	(P-8391/89; A-872)
900.10	r	(P-12680/89; A-624)		130.320	am	(P-20194)
900.20	r	(P-12680/89; A-624)		130.321	n	(P-20194)
900.30	r	(P-12680/89; A-624)		130.325	am	(P-20194)
900.40	r	(P-12680/89; A-624)		130.330	am	(P-22097/89; O-20410/89; M-411; A-241) (P-20194)
900.50	r	(P-12680/89; A-624)		130.335	am	(P-20194)
900.60	r	(P-12680/89; A-624)		130.345	am	(P-20194)
900.70	r	(P-12680/89; A-624)		130.350	am	(P-20194)
900.80	r	(P-12680/89; A-624)		130.401	am	(P-20194)
900.90	r	(P-12680/89; A-624)		130.405	am	(P-20194)
900.100	r	(P-12680/89; A-624)		130.415	am	(P-20194)
900.110	r	(P-12680/89; A-624)		130.425	am	(P-20194)
900.120	r	(P-12680/89; A-624)		130.435	am	(P-20194)
900.130	r	(P-12680/89; A-624)		130.435	am	(P-20194)
900.140	r	(P-12680/89; A-624)		130.440	am	(P-20194)
900.150	r	(P-12680/89; A-624)		130.501	am	(P-20194)
900.160	r	(P-12680/89; A-624)		130.502	n	(P-20194)
900.170	r	(P-12680/89; A-624)		130.510	am	(P-20194)
1000.5	r	(P-12756/89; A-681)		130.530	am	(P-20194)
1000.10	r	(P-12756/89; A-681)		130.535	am	(P-20194)
1000.20	r	(P-12756/89; A-681)		130.540	am	(P-20194)
1000.30	r	(P-12756/89; A-681)		130.605	am	(P-20194)
1000.40	r	(P-12756/89; A-681)		130.701	am	(P-20194)
1000.50	r	(P-12756/89; A-681)		130.901	am	(P-20194)
1000.60	r	(P-12756/89; A-681)		130.905	am	(P-20194)
1000.70	r	(P-12756/89; A-681)		130.910	am	(P-20194)
1000.80	r	(P-12756/89; A-681)		130.910	am	(P-20194)
1000.90	r	(P-12756/89; A-681)		130.1401	am	(P-20194)
1000.100	r	(P-12756/89; A-681)		130.1405	am	(P-20194)
1000.110	r	(P-12756/89; A-681)		130.1410	r	(P-20194)
1000.120	r	(P-12756/89; A-681)		130.1415	am	(P-20194)
1000.130	r	(P-12756/89; A-681)		130.1420	r	(P-20194)
1000.140	r	(P-12756/89; A-681)		130.1501	am	(P-20194)
1000.150	r	(P-12756/89; A-681)		130.1505	am	(P-20194)
1000.160	r	(P-12756/89; A-681)		130.1701	am	(P-20194)
1000.170	r	(P-12756/89; A-681)		130.1920	am	(P-20194)
				130.1930	am	(P-20194)
				130.1935	am	(P-14800/89; A-16028)
	am	(P-18188/89; A-6810)		130.1940	am	(P-7106; A-15463)
100.3250	r	(P-17312/89; A-4558)		130.1950	am	(P-20194)
100.7550	r	(P-17312/89; A-4558)		130.1951	am	(P-20194)
100.7560	r	(P-17312/89; A-4558)				

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100.3250	am	
100.7550	r	
100.7560	r	

TITLE 86 (CONT'D)

130.1955	am	(P-20194)	150.1101	am	(P-19804)
130.1965	am	(P-7106; A-15463)	150.1310	am	(P-19804)
130.1970	am	(P-20194)	150.1401	am	(P-19804)
130.1980	am	(P-20194)	150.1405	am	(P-19804)
130.1990	am	(P-20194)	150.325	am	(P-7215/89; A-6835)
130.2000	am	(P-20194)	150.330	am	(P-7215/89; A-6835)
		(P-22097/89; O-20410/89; M-411; A-241)	150.1401	am	(P-7215/89; A-6835)
130.2005	am	(P-20194)	150.1405	am	(P-7215/89; A-6835)
130.2007	am	(P-20194)	150.1415	am	(P-7215/89; A-6835)
130.2008	am	(P-20194)	200.115	am	(P-14754)
130.2010	am	(P-20194)	160.101	am	(P-19788)
130.2035	am	(P-20194)	160.105	am	(P-19788)
130.2040	am	(P-20194)	160.115	am	(P-19788)
130.2055	am	(P-20194)	160.135	am	(P-19788)
130.2060	am	(P-20194)	160.150	am	(P-19788)
130.2075	am	(P-20194)	160.155	am	(P-19788)
130.2080	am	(P-20194)	205.10	n	(P-575; A-6831)
130.2085	am	(P-20194)	205.20	n	(P-575; A-6831)
130.2090	am	(P-20194)	205.30	n	(P-575; A-6831)
130.2105	am	(P-20194)	220.101	am	(P-19706)
130.2115	am	(P-20194)	220.105	am	(P-19706)
130.2140	am	(P-20194)	220.110	am	(P-19706)
130.2145	am	(P-20194)	220.115	am	(P-19706)
130.2150	am	(P-20194)	220.120	am	(P-19706)
130.2155	am	(P-20194)	220.125	am	(P-19706)
130.2165	am	(P-20194)	220.130	am	(P-19706)
130.2170	am	(P-20194)	230.101	am	(P-19717)
130.2175	am	(P-10179/89; A-262)	230.105	am	(P-19717)
130.2180	am	(P-10179/89; A-262)	230.110	am	(P-19717)
130.2185	am	(P-10179/89; A-262)	230.115	am	(P-19717)
130.2190	am	(P-10179/89; A-262)	230.120	am	(P-19717)
130.2195	am	(P-10179/89; A-262)	230.125	am	(P-19717)
130.2200	am	(P-10179/89; A-262)	230.130	am	(P-19717)
130.2205	am	(P-10179/89; A-262)	240.101	am	(P-19725)
130.2210	am	(P-10179/89; A-262)	240.105	am	(P-19725)
130.2215	am	(P-10179/89; A-262)	240.110	am	(P-19725)
130.2220	am	(P-10179/89; A-262)	240.115	am	(P-19725)
130.2225	am	(P-10179/89; A-262)	240.120	am	(P-19725)
130.2230	am	(P-10179/89; A-262)	270.101	am	(P-15251)
130.2235	am	(P-10179/89; A-262)	270.105	am	(P-15251)
130.2240	am	(P-10179/89; A-262)	270.110	am	(P-15251)
130.2245	am	(P-10179/89; A-262)	270.115	am	(P-15251)
130.2250	am	(P-10179/89; A-262)	270.120	am	(P-15251)
130.2255	am	(P-10179/89; A-262)	270.125	am	(P-15251)
130.2260	am	(P-10179/89; A-262)	270.130	am	(P-15251)
130.2265	am	(P-10179/89; A-262)	280.101	am	(P-17908)
130.2270	am	(P-10179/89; A-262)	280.105	am	(P-17908)
130.2275	am	(P-10179/89; A-262)	280.110	am	(P-17908)
130.2280	am	(P-10179/89; A-262)	280.115	am	(P-17908)
130.2285	am	(P-10179/89; A-262)	280.120	am	(P-17908)
130.2290	am	(P-10179/89; A-262)	280.125	am	(P-17908)
130.2295	am	(P-10179/89; A-262)	280.130	am	(P-17908)
130.2300	am	(P-10179/89; A-262)	280.135	am	(P-17908)
130.2305	am	(P-10179/89; A-262)	290.101	am	(P-19751)
130.2310	am	(P-10179/89; A-262)	290.105	am	(P-19751)
130.2315	am	(P-10179/89; A-262)	290.110	am	(P-19751)
130.2320	am	(P-10179/89; A-262)	290.115	am	(P-19751)
130.2325	am	(P-10179/89; A-262)	290.120	am	(P-19751)
130.2330	am	(P-10179/89; A-262)	290.125	am	(P-19751)
130.2335	am	(P-10179/89; A-262)	320.101	am	(P-19756)
130.2340	am	(P-10179/89; A-262)	320.105	am	(P-19756)
130.2345	am	(P-10179/89; A-262)	320.110	am	(P-19756)
130.2350	am	(P-10179/89; A-262)	320.115	am	(P-19756)
130.2355	am	(P-10179/89; A-262)	320.120	am	(P-19756)
130.2360	am	(P-10179/89; A-262)	330.101	am	(P-19767)
130.2365	am	(P-10179/89; A-262)	330.105	am	(P-19767)

TITLE 86 (CONT'D)

330.110	am	(P-19767)	610.105	r	(P-18208)
330.115	am	(P-19767)	610.110	r	(P-18208)
330.120	am	(P-19767)	610.115	r	(P-18208)
330.125	am	(P-19774)	610.120	r	(P-18208)
330.130	am	(P-19774)	610.125	r	(P-18208)
330.135	am	(P-19774)	610.130	r	(P-18208)
330.140	am	(P-19774)	610.135	r	(P-18208)
330.145	am	(P-19774)	620.101	r	(P-18217)
330.150	am	(P-19774)	620.105	r	(P-18217)
330.155	am	(P-19774)	620.110	r	(P-18217)
330.160	am	(P-19774)	620.115	r	(P-18217)
330.165	am	(P-19774)	620.120	r	(P-18217)
330.170	am	(P-19774)	620.125	r	(P-18217)
330.175	am	(P-19774)	620.130	r	(P-18217)
330.180	am	(P-19774)	620.135	r	(P-18217)
330.185	am	(P-19774)	620.140	r	(P-18217)
330.190	am	(P-19774)	620.145	r	(P-18217)
330.195	am	(P-19774)	620.150	r	(P-18217)
330.200	am	(P-19774)	620.155	r	(P-18217)
330.205	am	(P-19774)	620.160	r	(P-18217)
330.210	am	(P-19774)	620.165	r	(P-18217)
330.215	am	(P-19774)	620.170	r	(P-18217)
330.220	am	(P-19774)	620.175	r	(P-18217)
330.225	am	(P-19774)	620.180	r	(P-18217)
330.230	am	(P-19774)	620.185	r	(P-18217)
330.235	am	(P-19774)	620.190	r	(P-18217)
330.240	am	(P-19774)	620.195	r	(P-18217)
330.245	am	(P-19774)	620.200	r	(P-18217)
330.250	am	(P-19774)	620.205	r	(P-18217)
330.255	am	(P-19774)	620.210	r	(P-18217)
330.260	am	(P-19774)	620.215	r	(P-18217)
330.265	am	(P-19774)	620.220	r	(P-18217)
330.270	am	(P-19774)	620.225	r	(P-18217)
330.275	am	(P-19774)	620.230	r	(P-18217)
330.280	am	(P-19774)	620.235	r	(P-18217)
330.285	am	(P-19774)	620.240	r	(P-18217)
330.290	am	(P-19774)	620.245	r	(P-18217)
330.295	am	(P-19774)	620.250	r	(P-18217)
330.300	am	(P-19774)	620.255	r	(P-18217)
330.305	am	(P-19774)	620.260	r	(P-18217)
330.310	am	(P-19774)	620.265	r	(P-18217)
330.315	am	(P-19774)	620.270	r	(P-18217)
330.320	am	(P-19774)	620.275	r	(P-18217)
330.325	am	(P-19774)	620.280	r	(P-18217)
330.330	am	(P-19774)	620.285	r	(P-18217)
330.335	am	(P-19774)	620.290	r	(P-18217)
330.340	am	(P-19774)	620.295	r	(P-18217)
330.345	am	(P-19774)	620.300	r	(P-18217)
330.350	am	(P-19774)	620.305	r	(P-18217)
330.355	am	(P-19774)	620.310	r	(P-18217)
330.360	am	(P-19774)	620.315	r	(P-18217)
330.365	am	(P-19774)	620.320	r	(P-18217)
330.370	am	(P-19774)	620.325	r	(P-18217)
330.375	am	(P-19774)	620.330	r	(P-18217)
330.380	am	(P-19774)	620.335	r	(P-18217)
330.385	am	(P-19774)	620.340	r	(P-18217)
330.390	am	(P-19774)	620.345	r	(P-18217)
330.395	am	(P-19774)	620.350	r	(P-18217)
330.400	am	(P-19774)	620.355	r	(P-18217)
330.405	am	(P-19774)	620.360	r	(P-18217)
330.410	am	(P-19774)	620.365	r	(P-18217)
330.415	am	(P-19774)	620.370	r	(P-18217)
330.420	am	(P-19774)	620.375	r	(P-18217)
330.425	am	(P-19774)	620.380	r	(P-18217)
330.430	am	(P-19774)	620.385	r	(P-18217)
330.435	am	(P-19774)	620.390	r	(P-18217)
330.440	am	(P-19774)	620.395	r	(P-18217)
330.445	am	(P-19774)	620.400	r	(P-18217)
330.450	am	(P-19774)	620.405	r	(P-18217)
330.455	am	(P-19774)	620.410	r	(P-18217)
330.460	am	(P-19774)	620.415	r	(P-18217)
330.465	am	(P-19774)	620.420	r	(P-18217)
330.470	am	(P-19774)	620.425	r	(P-18217)
330.475	am	(P-19774)	620.430	r	(P-18217)
330.480	am	(P-19774)	620.435	r	(P-18217)
330.485	am	(P-19774)	620.440	r	(P-18217)
330.490	am	(P-19774)	620.445	r	(P-18217)
330.495	am	(P-19774)	620.450	r	(P-18217)
330.500	am	(P-19774)	620.455	r	(P-18217)
330.505	am	(P-19774)	620.460	r	(P-18217)
330.510	am	(P-19774)	620.465	r	(P-18217)
330.515	am	(P-19774)	620.470	r	(P-18217)
330.520	am	(P-19774)	620.475	r	(P-18217)
330.525	am	(P-19774)	620.480	r	(P-18217)
330.530	am	(P-19774)	620.485	r	(P-18217)
330.535	am	(P-19774)	620.490	r	(P-18217)
330.540	am	(P-19774)	620.495	r	(P-18217)
330.545	am	(P-19774)	620.500	r	(P-18217)
330.550	am	(P-19774)	620.505	r	(P-18217)
330.555	am	(P-19774)	620.510	r	(P-18217)
330.560	am	(P-19774)	620.515	r	(P-18217)
330.565	am	(P-19774)	620.520	r	(P-18217)
330.570	am	(P-19774)	620.525	r	(P-18217)
330.575	am	(P-19774)	620.530	r	(P-18217)
330.580	am	(P-19774)	620.535	r	(P-18217)
330.585	am	(P-19774)	620.540	r	(P-18217)
330.590	am	(P-19774)	620.545	r	(P-18217)
330.595	am	(P-19774)	620.550	r	(P-18217)
330.600	am	(P-19774)	620.555	r	(P-18217)
330.605	am	(P-19774)	620.560	r	(P-18217)
330.610	am	(P-19774)	620.565	r	(P-18217)
330.615	am	(P-19774)	620.570	r	(P-18217)
330.620	am	(P-19774)	620.575	r	(P-18217)
330.625	am	(P-19774)	620.580	r	(P-18217)
330.630	am	(P-19774)	620.585	r	(P-18217)
330.635	am	(P-19774)	620.590	r	(P-18217)
330.640	am	(P-19774)	620.595	r	(P-18217)
330.645	am	(P-19774)	620.600	r	(P-18217)
330.650	am	(P-19774)	620.605	r	(P-18217)

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TITLE 89 (CONT'D)			TITLE 89 (CONT'D)			TITLE 89 (CONT'D)			TITLE 89 (CONT'D)		
140.569	am	(P-15612/89; A-2564) (P-7834; A-18813)	141.1240	am	(P-12202; A-18015) (E-12278) (P-12714; A-19325) (E-12910)	144.275	am	(P-4419; O-15611; R-18168; A-17988)	148.360	am	(P-9827; A-16998) (P-15722) (P-12148; A-18759)
140.642	am	(P-3019; RC-17693; A-20478) (E-3241; O-8223; R-9258; RC-17680)	141.1280	am	(P-17665/89; A-3595) (P-17665/89; A-3595) (P-2465; A-9464) (E-2657) (P-12714; A-19325) (E-12910)	144.Tb.A	n	(P-11999/89; A-4166)	149.50	am	(P-12148; A-18759)
140.646	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.1320	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	144.Tb.B	n	(P-11999/89; A-4166)	160.5	am	(P-12148; A-18759)
140.647	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.1520	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	144.Tb.C	n	(P-11999/89; A-4166)	160.65	n	(P-12148; A-18759)
140.648	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.1640	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	144.Tb.D	am	(P-4419; O-15611; R-17768; A-17988)	160.70	am	(P-12148; A-18759)
140.649	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.1880	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	144.Tb.E	am	(P-4419; O-15611; R-17768; A-17988)	160.100	am	(P-12148; A-18759)
140.650	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.2400	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.5	r	(P-7031; A-13800)	160.110	am	(P-12148; A-18759)
140.648	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.2600	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.25	r	(P-7031; A-13800)	160.120	am	(P-12148; A-18759)
140.649	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.2840	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.50	r	(P-7031; A-13800)	160.130	am	(P-12148; A-18759)
140.649	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.2920	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.75	r	(P-7031; A-13800)	160.132	am	(P-12148; A-18759)
140.649	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.2960	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.100	r	(P-7031; A-13800)	160.134	n	(P-12148; A-18759)
140.649	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3000	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.105	r	(P-7031; A-13800)	160.136	n	(P-12148; A-18759)
140.649	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3040	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.125	r	(P-7031; A-13800)	160.138	n	(P-12148; A-18759)
140.649	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3120	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.150	r	(P-7031; A-13800)	170.50	r	(P-13124; A-19320)
140.650	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3200	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.175	r	(P-7031; A-13800)	220.600	n	(P-19442)
140.650	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3240	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.200	r	(P-7031; A-13800)	220.605	n	(P-19442)
140.652	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3440	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.225	r	(P-7031; A-13800)	220.610	n	(P-19442)
140.652	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3480	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.225	re	(A-7651) (P-19442)	220.615	n	(P-19442)
140.652	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3480	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	146.225	re	(A-7651) (P-19442)	220.620	n	(P-19442)
140.652	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3520	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.5	am	(P-7031; A-13800)	220.625	n	(P-19442)
140.652	am	(P-4415; O-16082; R-18623; A-18508) (E-4577; O-8226; R-9260)	141.3560	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.15	n	(P-7031; A-13800)	220.630	n	(P-19442)
140.850	n	(P-19592) (P-19592)	141.3680	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.25	am	(P-7031; A-13800)	220.635	n	(P-19442)
140.855	n	(P-19592) (P-19592)	141.3800	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.50	am	(P-7031; A-13800)	220.640	n	(P-19442)
140.860	n	(P-19592) (P-19592)	141.3840	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.50	am	(P-7031; A-13800)	220.645	n	(P-19442)
140.865	n	(P-19592) (P-19592)	141.3880	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.75	am	(P-7031; A-13800)	220.650	n	(P-19442)
140.870	n	(P-19592) (P-19592)	141.3920	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.150	am	(P-7031; A-13800)	220.655	n	(P-19442)
140.875	n	(P-19592) (P-19592)	141.3960	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.205	am	(P-7031; A-13800)	220.660	n	(P-19442)
140.880	n	(P-19592) (P-19592)	141.4040	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.250	n	(P-7031; A-13800)	220.665	n	(P-19442)
140.885	n	(P-19592) (P-19592)	141.4240	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.300	n	(P-7031; A-13800)	220.670	n	(P-19442)
140.890	n	(P-19592) (P-19592)	141.4360	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.300	n	(P-7031; A-13800)	230.45	n	(P-19442)
140.895	n	(P-19592) (P-19592)	141.4520	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.305	n	(P-7031; A-13800)	230.45	n	(P-19442)
140.Tb.A	r	(P-14317) (E-14570)	141.4600	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.305	n	(P-7031; A-13800)	230.45	n	(P-19442)
140.Tb.D	am	(P-1570; A-10409)	141.4640	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.310	n	(P-7031; A-13800)	230.45	n	(P-19442)
140.Tb.H	n	(P-3019; RC-17693; A-20478) (E-3241; O-8223; RC-17680)	141.4760	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.310	n	(P-7031; A-13800)	230.45	n	(P-19442)
140.Tb.K	n	(P-19592) (P-19592)	141.4800	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.315	n	(P-7031; A-13800)	230.45	n	(P-19442)
140.Tb.L	n	(P-19592) (P-19592)	141.4840	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.315	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.10	am	(P-20288/89; A-6339)	141.4920	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.320	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.100	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.4960	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.325	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.200	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5000	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.330	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.280	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5040	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.335	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.400	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5080	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.340	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.460	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5120	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.345	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.560	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5160	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.640	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5200	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.720	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5240	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.800	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5280	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.960	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5320	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.1000	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5360	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.1080	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5400	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.1120	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5440	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)
141.1200	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	141.5480	am	(P-17665/89; A-3595) (P-12202; A-18015) (E-12278) (P-2465; A-9464) (E-2657)	147.350	n	(P-7031; A-13800)	230.45	n	(P-19442)

TITLE #9 (CONT'D)	SECTIONS AFFECTED INDEX	DECEMBER 28, 1990
240.1645	(P-18635)	n
240.1650	(P-18635)	n
240.1655	(P-18635)	n
240.1660	(P-18635)	n
240.1665	(P-18635)	n
240.1950	(P-1077; A-10732)	n
240.2020	(P-18635)	n
300.20	(E-11356; P-11423; A-19827)	n
300.30	(P-20159/89; A-17558)	n
300.90	(P-11423; A-19827)	n
300.120	(P-20159/89; A-17558)	n
300.130	(P-11423; A-19827)	n
300.140	(P-20159/89; A-17558)	n
300.150	(P-20159/89; A-17558)	n
Ap.B	(P-1; A-19010)	n
302.20	(P-1; A-19010)	n
302.40	(P-2205; A-16430)	n
302.315	(P-14508/89; A-3438)	n
302.390	(P-1; A-19010)	n
302.500	(P-1; A-19010)	n
302.510	(P-1; A-19010)	n
302.520	(P-1; A-19010)	n
302.530	(P-1; A-19010)	n
302.540	(P-1; A-19010)	n
337.10	(P-9273)	n
337.20	(P-9273)	n
337.30	(P-9273)	n
337.40	(P-9273)	n
337.50	(P-9273)	n
337.60	(P-9273)	n
337.70	(P-9273)	n
337.80	(P-9273)	n
337.90	(P-9273)	n
337.100	(P-9273)	n
337.110	(P-9273)	n
337.120	(P-9273)	n
337.130	(P-9273)	n
337.140	(P-9273)	n
337.150	(P-9273)	n
337.160	(P-9273)	n
337.170	(P-9273)	n
337.180	(P-9273)	n
337.190	(P-9273)	n
337.200	(P-9273)	n
337.210	(P-9273)	n
352.Ap.A	(P-18871)	am
410.10	(P-439; A-9407) (E-999)	n
410.20	(P-439; O-8206; R-9622, A-9407) (E-999)	n
410.30	(P-439; A-9407) (E-999)	n
410.40	(P-439; A-9407) (E-999)	n
410.50	(P-439; O-8206; R-9622; A-9407) (E-999)	n
410.70	(P-439; A-9407) (E-999)	n
410.80	(P-439; A-9407) (E-999)	n
410.90	(P-439; A-9407) (E-999)	n
410.100	(P-439; A-9407) (E-999)	n
410.110	(P-439; A-9407) (E-999)	n
410.120	(P-439; A-9407) (E-999)	n

TITLE #9 (CONT'D)	SECTIONS AFFECTED INDEX	DECEMBER 28, 1990
587.120	(P-439; A-9407) (E-999)	am
587.600	(P-439; A-9407) (E-999)	am
587.630	(P-439; A-9407) (E-999)	am
592.50	(P-439; A-9407) (E-999)	am
592.55	(P-439; A-9407) (E-999)	n
592.60	(P-439; A-9407) (E-999)	am
592.65	(P-439; A-9407) (E-999)	n
592.75	(P-439; A-9407) (E-999)	n
592.75	(P-439; A-9407) (E-999)	am
592.80	(P-439; A-9407) (E-999)	am
592.85	(P-439; A-9407) (E-999)	n
602.20	(P-439; A-9407) (E-999)	am
607.20	(P-439; A-9407) (E-999)	am
617.20	(P-439; A-9407) (E-999)	am
617.50	(P-439; A-9407) (E-999)	am
617.60	(P-439; A-9407) (E-999)	am
650.1	(P-439; A-9407) (E-999)	r
650.10	(P-439; A-9407) (E-999)	n
650.10	(P-439; A-9407) (E-999)	n
650.20	(P-439; A-9407) (E-999)	n
650.20	(P-439; A-9407) (E-999)	n
650.30	(P-439; A-9407) (E-999)	r
650.30	(P-439; A-9407) (E-999)	n
650.40	(P-439; A-9407) (E-999)	n
650.40	(P-439; A-9407) (E-999)	n
650.50	(P-439; A-9407) (E-999)	n
650.50	(P-439; A-9407) (E-999)	n
650.60	(P-439; A-9407) (E-999)	n
650.60	(P-439; A-9407) (E-999)	n
650.70	(P-439; A-9407) (E-999)	n
650.70	(P-439; A-9407) (E-999)	n
650.80	(P-439; A-9407) (E-999)	n
650.80	(P-439; A-9407) (E-999)	n
650.90	(P-439; A-9407) (E-999)	r
650.90	(P-439; A-9407) (E-999)	n
650.100	(P-439; A-9407) (E-999)	n
650.100	(P-439; A-9407) (E-999)	n
650.110	(P-439; A-9407) (E-999)	n
650.120	(P-439; A-9407) (E-999)	n
650.130	(P-439; A-9407) (E-999)	n
650.140	(P-439; A-9407) (E-999)	n
650.150	(P-439; A-9407) (E-999)	n
650.160	(P-439; A-9407) (E-999)	n
650.200	(P-439; A-9407) (E-999)	r
650.500	(P-439; A-9407) (E-999)	r
650.600	(P-439; A-9407) (E-999)	r
650.700	(P-439; A-9407) (E-999)	r
650.1000	(P-439; A-9407) (E-999)	r
650.Ap.B	(P-439; A-9407) (E-999)	r
675.100	(P-439; A-9407) (E-999)	am
675.300	(P-439; A-9407) (E-999)	am
685.500	(P-439; A-9407) (E-999)	am
685.600	(P-439; A-9407) (E-999)	am
687.100	(P-439; A-9407) (E-999)	am
690.100	(P-439; A-9407) (E-999)	am
695.300	(P-439; A-9407) (E-999)	am
695.400	(P-439; A-9407) (E-999)	am
700.200	(P-439; A-9407) (E-999)	am

TITLE 89 (CONT'D)		TITLE 92 (CONT'D)	
1200.Ap.A	am	(P-19885/89; A-5136)	386.1150
27.10	n	(P-15262)	386.1160
27.20	n	(P-15262)	386.1170
27.30	n	(P-15262)	386.1180
27.40	n	(P-15262)	386.1190
27.50	n	(P-15262)	386.1200
27.60	n	(P-15262)	390.1000
27.70	n	(P-15262)	390.1010
27.80	n	(P-15262)	390.1020
27.90	n	(P-15262)	390.1030
28.00	n	(P-15262)	390.1040
28.10	n	(P-15262)	390.1050
28.20	n	(P-15262)	390.1060
28.30	n	(P-15262)	390.1070
28.40	n	(P-15262)	390.1080
28.50	n	(P-15262)	390.1090
28.60	n	(P-15262)	390.1100
28.70	n	(P-15262)	390.1110
28.80	n	(P-15262)	390.1120
28.90	n	(P-15262)	390.1130
29.00	n	(P-15262)	390.1140
29.10	n	(P-15262)	390.1150
29.20	n	(P-15262)	390.1160
29.30	n	(P-15262)	390.1170
29.40	n	(P-15262)	390.1180
29.50	n	(P-15262)	390.1190
29.60	n	(P-15262)	390.1200
29.70	n	(P-15262)	390.1210
29.80	n	(P-15262)	390.1220
29.90	n	(P-15262)	390.1230
30.00	n	(P-15262)	390.1240
30.10	n	(P-15262)	390.1250
30.20	n	(P-15262)	390.1260
30.30	n	(P-15262)	390.1270
30.40	n	(P-15262)	390.1280
30.50	n	(P-15262)	390.1290
30.60	n	(P-15262)	390.1300
30.70	n	(P-15262)	390.1310
30.80	n	(P-15262)	390.1320
30.90	n	(P-15262)	390.1330
31.00	n	(P-15262)	390.1340
31.10	n	(P-15262)	390.1350
31.20	n	(P-15262)	390.1360
31.30	n	(P-15262)	390.1370
31.40	n	(P-15262)	390.1380
31.50	n	(P-15262)	390.1390
31.60	n	(P-15262)	390.1400
31.70	n	(P-15262)	390.1410
31.80	n	(P-15262)	390.1420
31.90	n	(P-15262)	390.1430
32.00	n	(P-15262)	390.1440
32.10	n	(P-15262)	390.1450
32.20	n	(P-15262)	390.1460
32.30	n	(P-15262)	390.1470
32.40	n	(P-15262)	390.1480
32.50	n	(P-15262)	390.1490
32.60	n	(P-15262)	390.1500
32.70	n	(P-15262)	390.1510
32.80	n	(P-15262)	390.1520
32.90	n	(P-15262)	390.1530
33.00	n	(P-15262)	390.1540
33.10	n	(P-15262)	390.1550
33.20	n	(P-15262)	390.1560
33.30	n	(P-15262)	390.1570
33.40	n	(P-15262)	390.1580
33.50	n	(P-15262)	390.1590
33.60	n	(P-15262)	390.1600
33.70	n	(P-15262)	390.1610
33.80	n	(P-15262)	390.1620
33.90	n	(P-15262)	390.1630
34.00	n	(P-15262)	390.1640
34.10	n	(P-15262)	390.1650
34.20	n	(P-15262)	390.1660
34.30	n	(P-15262)	390.1670
34.40	n	(P-15262)	390.1680
34.50	n	(P-15262)	390.1690
34.60	n	(P-15262)	390.1700
34.70	n	(P-15262)	390.1710
34.80	n	(P-15262)	390.1720
34.90	n	(P-15262)	390.1730
35.00	n	(P-15262)	390.1740
35.10	n	(P-15262)	390.1750
35.20	n	(P-15262)	390.1760
35.30	n	(P-15262)	390.1770
35.40	n	(P-15262)	390.1780
35.50	n	(P-15262)	390.1790
35.60	n	(P-15262)	

TITLE 92 (CONT'D)

1060.60	ann	(P-1859; A-8658)
1060.70	ann	(P-1859; A-8658)
1060.100	ann	(P-1859; A-8658)
1060.130	ann	(P-1859; A-8658)
1060.140	ann	(P-1859; A-8658)
1060.150	ann	(P-1859; A-8658)
1060.160	ann	(P-1859; A-8658)
1060.230	ann	(P-1859; A-8658)
1060.240	ann	(P-1859; A-8658)
1060.250	ann	(P-1859; A-8658)
1060.260	n	(P-1859; A-8658)
1070.50	ann	(P-2526; A-10107)
1070.90	n	(P-19116/89; A-6859)
1202.10	ann	(P-19094)
1202.20	ann	(P-19094)
1202.40	ann	(P-19094)
1202.50	ann	(P-19094)
1207.20	ann	(P-15150/89; A-3033)
1270.200	n	(P-16170)
1300.10	r	(P-14147/89; A-3040)
1300.20	r	(P-14147/89; A-3040)
1300.30	r	(P-14147/89; A-3040)
1300.40	r	(P-14147/89; A-3040)
1300.50	r	(P-14147/89; A-3040)
1300.60	r	(P-14147/89; A-3040)
1304.10	ann	(P-19104)
1307.10	ann	(P-15154/89; A-13138)
1415.10	ann	(P-19339/89; A-8583)
1415.20	ann	(P-19339/89; A-8583)
1415.35	ann	(P-19339/89; A-8583)
1535.501	r	(P-18177)
1710.90	r	(P-2721; A-10310)
1710.91	ann	(P-2721; A-10310)
1710.160	ann	(P-2721; A-10310)
1710.170	n	(P-2721; A-10310)
1710.171	n	(P-2721; A-10310)
1710.172	n	(P-2721; A-10310)

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DEPARTMENT OF CHEMISTRY

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FOR THE YEAR
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CHICAGO, ILL.
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IN SENATE

January 10, 1907

REPORT OF THE

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FOR THE YEAR 1906

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